#### COMMAND INSPECTION PROGRAM

COMMAND INS	PECTION	PROGRAM
EXCEPTIONS [	DOCUMEN	JT

Command:	Division:	Chapter
Modesto Area	Central Division	6
Inspected by:	-	Date:
Sergeant G. P. C	Crabb, ID 11316	12-03-09

Page 1 of 3

INSTRUCTIONS: This document shall be number of the inspection in the Chapter shall be routed to and its due date. This improvement, identified deficiencies, con	Inspection of the comments of	on number. Under "Forwa ent shall be utilized to doc	ard to:" enter the nex ument innovative pra	I in the blanks as indicated. Enter the chapter tevel of command where the document actices, suggestions for statewide used if additional space is required.
TYPE OF INSPECTION  Division Level Command Level  Executive Office Level		Total hours expended on the inspection:		☐ Corrective Action Plan Included ☐ Attachments Included
Follow-up Required:	Forwa			
Chapter Inspection:		mercif All the Public of Season	AND SEA SHOWN	
Inspector's Comments Rega	rding l	nnovative Practices		
None.				
Command Suggestions for S	Statewi	de Improvement:		
None.				
Inspector's Findings:				
section. As a result of the CARS 41	15A prod	aram when a supervis	or reviews an over	e officer was on an RDO in the NOTES time CHP 415, he/she can easily ed by simply activating the calendar icon.
Administration (NTTSA) and/or sub	mitted c om grant	oncept papers for grar ts received by the CHP	t tunding to the Gi	ough National; Highway Traffic Safety rants Management Unit (GMU). All Area / Central Division. All grants were utilized
Commander's Response:	Conc	ur or □ Do Not Co	ncur (Do Not Con	cur shall document basis for response)

## COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 2 of 3

Command: Division: Modesto Area Central Division		Chapter:
Inspected by: Sergeant G. P. (		Date: 12-03-09

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

## COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 3 of 3

Command: Modesto Area	Division: Central Division	Chapter:	
Inspected by: Sergeant G. P. C		Date: 12-03-09	

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Required Action	A CONTRACTOR OF THE PARTY	And the second s		1700		
EACQUIRED A ACTION		eran (Doron byene fort	and wealth a		bar e est	
Corrective Action Plan/Timeline						

District Control of the Control of t		
Employee would like to discuss this report with	COMMANDER'S SIGNATURE	DATE
the reviewer.		- 11 0
(See HPM 9.1, Chapter 8 for appeal procedures.)		12.04.09
(occili Mio.i., Ghapter e lei appeal procedures.)	INSPECTOR'S SIGNATURE	DATE
	D. P. Cranh SET 11316	12-3-09
Reviewer discussed this report with	REVIEWER'S SIGNAPURE	DATE
employee	MIGHT LAT WAY	12-4-09
☐ Do not concur	11 boy wa 2 11104	12-4-07
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#### COMMAND INSPECTION PROGRAM INSPECTION CHECKLIST

Chapter 6 Command Overtime

Command:	Division:	Number:	
Modesto Area	Modesto Area   Central Division		_
Evaluated by:		Date:	
Sergeant G. P. Crabb, ID 11316		12-03-09	
Assisted by:		Date	- 1
N/A			

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the Exceptions Document shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected. Lead Inspector's Signature: TYPE OF INSPECTION J. P. Crah Ster 11316 Command Level Division Level Executive Office Level Voluntary Self-Inspection Commander's Signature: Follow-up Required: Follow-up Inspection 12.04.09  $\times$  No Yes For applicable policies, refer to HPM 11.1, Chapter 6, HPM 40.71, Chapters 2, 8, and 10, HPM 10.5, Chapter 2, and HPM 10.3, Chapters 24 and 28. Note: If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation. Is the hiring company/agency for reimbursable Remarks: □ No  $\square$  N/A overtime being held responsible for paying a minimum of four hours of overtime per CHP uniformed employee, regardless of length of service/detail? 2. Is a minimum of four hours overtime being allocated Remarks: X Yes □ No □ N/A to each CHP uniformed employee(s) if cancellation notification is made 24 hours or less prior to the scheduled detail and the assigned CHP uniformed employee(s) cannot be notified of such cancellation? Are reimbursable special project codes being used Remarks: □ N/A ☐ No for all overtime associated with reimbursable special projects? 4. Is the commander ensuring nonuniformed personnel Remarks:  $\square$  N/A X Yes □ No overtime hours are not reflected on the Report of Overtime Hours for Reimbursable Special Projects? Is the commander ensuring non-reimbursable Remarks: X Yes □ No  $\square$  N/A overtime is not being claimed for an employee, other than Bargaining Unit 7, while on vacation or compensated time off for hours worked during their regular work shift time? 6. Is "RDO" being written in the "Notes" section of the Remarks: Refer to page 2. Yes ⊠ No  $\square$  N/A CHP 415, Daly Field Record, for overtime worked on a regular day off? 7. Is there a CHP 90, Report of Court Appearance -Remarks: ⊠ Yes ☐ No □ N/A Civil Action, completed for each officer or sergeant when overtime is associated for civil court?

CHP 680P (Rev. 02-09) OPI 010

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#### COMMAND INSPECTION PROGRAM INSPECTION CHECKLIST

Chapter 6 Command Overtime

8.	Do the CHP 415s with overtime indicate the employee's lunch period or indicate "None" if the employee worked through their lunch break?	⊠ Yes	□No	□ N/A	Remarks:
9.	Did the supervisor sign the CHP 415s approving the overtime?	⊠ Yes	□No	□ N/A	Remarks:
	Are claimed overtime meals related to overtime worked within 50 miles of the employee's headquarters?	⊠ Yes	□No	□ N/A	Remarks:
11	If overtime is incurred by a peer support counselor, is the name of the employee to whom support was provided excluded from the CHP 415 of the counselor?	☐ Yes	□No	⊠ N/A	Remarks:
	. Is the "Notes" section on side two of the CHP 415 used to explain any overtime listed on side one of the CHP 415?	⊠ Yes	□No	□ N/A	Remarks:
13	Are employee's Compensated Time Off hours maintained within reasonable balances?	⊠ Yes	□No	□ N/A	Remarks:
14	Is the commander ensuring employees are not incurring overtime due to working over the allotted number of hours for any given Fair Labor Standards Act (FLSA) period?	Yes	□ No	□ N/A	Remarks:
15	Is the commander ensuring uniformed employees are not working voluntary overtime which results in them working more than 16.5 hours in a 24 hour period?		□ No	□ N/A	Remarks:
16	. Do the CHP 415 total overtime hours agree with the Monthly Attendance Report (MAR)?	⊠ Yes	□ No	□ N/A	Remarks:
17	. Are the MARs retained for at least three years and contain the commander's signature?	⊠ Yes	☐ No	□ N/A	Remarks:

Item 6: During the audit, several overtime CHP 415s did not reflect the officer was on an RDO in the NOTES section. As a result of the CARS 415A program, when a supervisor reviews an overtime CHP 415, he/she can easily determine if an officer was on an RDO. The officer's monthly calendar can be viewed by simply activating the calendar icon.

## **COMMAND INSPECTION PROGRAM**EXCEPTIONS DOCUMENT

Command:	Division:	Chapter:
Chowchilla	Central	6
Inspected by:	Date:11/04/2009	
Sergeant E. C		

Page 1 of 2

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INSTRUCTIONS: This document shall be number of the inspection in the Chapter Inshall be routed to and its due date. This dimprovement, identified deficiencies, corre	spection number. Under "Foodument shall be utilized to	orward to:" enter the ne: document innovative pr	actices, suggestions for statewide		
TYPE OF INSPECTION	Total hours exper	ded on the	☐ Corrective Action Plan Included		
☐ Division Level ☐ Command Lev	vel inspection:				
Executive Office Level	2 Hours		Attachments Included		
Follow-up Required:	Forward to:				
	Due Date:	4.5	A CANADA		
Yes No			[2] [1] [2] [2] [2] [2] [2] [2] [2] [2] [2] [2		
Chapter Inspection:		<b>为的是是</b> 更多的			
Inspector's Comments Regard	ing Innovative Practic	ces:			
mopeotor o commente regard	ing himovative i raet.				
None					
Command Suggestions for Sta	tewide Improvement				
None					
Inspector's Findings:					
-					
The majority of overtime expend overtime expended. The remain	ded by CRIF personr ning time is due to sh	el is due to court. hift coverage. CR	This makes up about 90% of all IF is a 24/7 facility.		
CRIF does not have any grant programs at this time. CRIF submitted a concept paper to GMU, via					
channels, this year. There has	programs at this time.	on on the grant at	this time. The concept paper		
identified a program to combat of traveling on side streets in the v	commercial drivers w	ho purposely circ	umvent the inspection process by		
Commander's Response: ⊠ C	Concur or Do Not (	Concur (Do Not Con	cur shall document basis for response)		

#### **COMMAND INSPECTION PROGRAM**

EXCEPTIONS DOCUMENT	
Page 2 of 2	

Command: Chowchilla	Division: Central	Chapter:
Inspected by:		Date:11/04/2009
Sergeant E. Cruz		

Page 2 01 2 Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.) N/A Required Action Corrective Action Plan/Timeline N/A

	$\bigcap$ .	
Employee would like to discuss this report with the reviewer.  (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER SPISNATURE	11/5/09
	INSPECTOR'S SIGNATURE?	11/5/09
☐ Reviewer discussed this report with employee ☐ Concur ☐ Do not concur	REVEWER'S SIGNATURE	DATE /

Page

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### COMMAND INSPECTION PROGRAM INSPECTION CHECKLIST

Chapter 6 Command Overtime

Command:	Division:	Number:		
Chowchilla	Central	9464		
Evaluated by:		Date:		
E. Cruz		11/4/09		
Assisted by:		Date:		
N/A				

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the Exceptions Document shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected. Lead Inspector's Signature: TYPE OF INSPECTION □ Command Level ☐ Division Level ☐ Executive Office Level ☐ Voluntary Self-Inspection Commander's Signature: Follow-up Required: ☐ Follow-up Inspection Yes  $\boxtimes$  No For applicable policies, refer to HPM 11.1, Chapter 6, HPM 40.71, Chapters 2, 8, and 10, HPM 10.5, Chapter 2, and HPM 10.3, Chapters 24 and 28. Note: If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation. 1. Is the hiring company/agency for reimbursable Remarks: ⊠ Yes ☐ No ☐ N/A overtime being held responsible for paying a minimum of four hours of overtime per CHP uniformed employee, regardless of length of service/detail? 2. Is a minimum of four hours overtime being allocated Remarks:  $\square$  N/A ✓ Yes ∏ No to each CHP uniformed employee(s) if cancellation notification is made 24 hours or less prior to the scheduled detail and the assigned CHP uniformed employee(s) cannot be notified of such cancellation? 3. Are reimbursable special project codes being used Remarks: □ No □ N/A for all overtime associated with reimbursable special projects? 4. Is the commander ensuring nonuniformed personnel Remarks: □ N/A ✓ Yes ☐ No overtime hours are not reflected on the Report of Overtime Hours for Reimbursable Special Projects? Is the commander ensuring non-reimbursable Remarks: □ N/A overtime is not being claimed for an employee, other ☐ No than Bargaining Unit 7, while on vacation or compensated time off for hours worked during their regular work shift time? 6. Is "RDO" being written in the "Notes" section of the Remarks: □ N/A CHP 415, Daly Field Record, for overtime worked on ⊠ Yes ☐ No a regular day off? 7. Is there a CHP 90, Report of Court Appearance -Remarks: □ N/A ☐ No Civil Action, completed for each officer or sergeant when overtime is associated for civil court?

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

## COMMAND INSPECTION PROGRAM INSPECTION CHECKLIST

Do the CHP 415s with overtime indicate the employee's lunch period or indicate "None" if the employee worked through their lunch break?	⊠ Yes	□ No	□ N/A	Remarks:
9. Did the supervisor sign the CHP 415s approving the overtime?	⊠Yes	□No	□ N/A	Remarks:
10. Are claimed overtime meals related to overtime worked within 50 miles of the employee's headquarters?	☐ Yes	□No	⊠ N/A	Remarks: None
11. If overtime is incurred by a peer support counselor, is the name of the employee to whom support was provided excluded from the CHP 415 of the counselor?	☐ Yes	□No	⊠ N/A	Remarks:CRIF does not have Peer Support Counselor.
12. Is the "Notes" section on side two of the CHP 415 used to explain any overtime listed on side one of the CHP 415?	⊠ Yes	□No	□ N/A	Remarks:
13. Are employee's Compensated Time Off hours maintained within reasonable balances?	⊠ Yes	□No	□ N/A	Remarks:
14. Is the commander ensuring employees are not incurring overtime due to working over the allotted number of hours for any given Fair Labor Standards Act (FLSA) period?	⊠ Yes	□No	□ N/A	Remarks:
15. Is the commander ensuring uniformed employees are not working voluntary overtime which results in them working more than 16.5 hours in a 24 hour period?	⊠ Yes	□No	□ N/A	Remarks:
16. Do the CHP 415 total overtime hours agree with the Monthly Attendance Report (MAR)?	⊠ Yes	□No	□ N/A	Remarks:
17. Are the MARs retained for at least three years and contain the commander's signature?	⊠ Yes	□No	□ N/A	Remarks:

## FILE COPY

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### COMMAND INSPECTION PROGRAM

**EXCEPTIONS DOCUMENT** 

Page 1 of 3

Command: Merced	Division: Central	Chapter:
Inspected by:		Date:
G. R. Lamerso	n, Sergeant	12-10-09

INSTRUCTIONS: This document shall number of the inspection in the Chapte shall be routed to and its due date. The improvement, identified deficiencies, compared to the improvement of t	is docum	ent shall be utilized to do	varo to: enter the ne	ill in the blanks as indicated. Enter the chapte xt level of command where the document actices, suggestions for statewide a used if additional space is required.
TYPE OF INSPECTION  ☐ Division Level ☐ Command Level ☐ Executive Office Level		Total hours expende inspection:	ed on the	Corrective Action Plan Included  Attachments Included
Follow-up Required:	Divisio	rd to: Central on ate: 12-16-09		
Chapter Inspection:	AII, II E I	** *** - 12)		
Command Suggestions for S Inspector did not identify any s	tatewid	e Improvement:	improvement.	
Inspector's Findings:	4			
Inspector identified and nutilized. Of the 17 items of use improvement. Item # lacking in compliance. A CHP 415s with a "RDO" (regular day off. While the "RDO" entry was miss	eontaine f6 relate randon Regula remair sing. C	ed in the Commanded to field personn in sampling provide in Day Off) entry in hing 90% had corrhapter 5, 1(d) of H	d Overtime Inspel documenting dethat 10% were the notes section of the following the Market information of PM 40.71, 415	being effectively and properly ection Checklist, one item could "RDO" on their CHP 415s was e correctly documenting their on when working overtime on a related to the overtime usage, Users Manual requires this entry.
Inspector identified the co No follow-up required.	mmano	ds grant managem	ent was being e	effectively and properly utilized.
Commander's Response:	Concur	or Do Not Cond	CUr (Do Not Concu	r shall document basis for response)

# **COMMAND INSPECTION PROGRAM**EXCEPTIONS DOCUMENT

Page 2 of 3

Command: Division: Merced Central		Chapter:		
Inspected by: G. R. Lamerson, Sergeant		Date: 12-10-09		

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

# COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 3 of 3

Command: Merced	Division: Central	Chapter:
Inspected by: G. R. Lamer	son, Sergeant	Date: 12-10-09

The second secon	
Required Action	
Corrective Action Plan/Timeline	
Corrective Action Flan/Timeline	

A corrective action plan has been established to address and correct the following item:

Within the next 30 days all field personnel working overtime on a regular day off will document in the "Notes" section of their CHP415 the required entry "RDO." This will be accomplished by completing a briefing item regarding the required "RDO" entry, briefing employees at the beginning of their shift, addressing the required "RDO" entry during training days, and supervisory oversight.

Employee would like to discuss this report with the reviewer.  (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	DATE 12/14/09
	INSPECTOR'S SIGNATURE	DATE 12-10-09
Reviewer discussed this report with employee Concur Do not concur	REVIEWER'S SIGNATURE	DATE 13-14-09

#### COMMAND INSPECTION PROGRAM INSPECTION CHECKLIST

Chapter 6
Command Overtime

Command: Merced	Division: Central	Number:		
Evaluated by: G. R. Lamerson, Sergeant		Date: 12-10-09		
Assisted by:		Date:		

applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the Exceptions Document shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected. Lead Inspector's Signature: TYPE OF INSPECTION Division Level ○ Command Level ☐ Executive Office Level Voluntary Self-Inspection Follow-up Required: Commander's Signature: Follow-up Inspection 12/14/09 X Yes No For applicable policies, refer to HPM 11.1, Chapter 6, HPM 40.71, Chapters 2, 8, and 10, HPM 10.5, Chapter 2, and HPM 10.3, Chapters 24 and 28. Note: If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation. 1. Is the hiring company/agency for reimbursable overtime being held responsible for paying a Remarks: X Yes No □ N/A minimum of four hours of overtime per CHP uniformed employee, regardless of length of service/detail? Is a minimum of four hours overtime being allocated to each CHP uniformed employee(s) if cancellation Remarks: X Yes □ No □ N/A notification is made 24 hours or less prior to the scheduled detail and the assigned CHP uniformed employee(s) cannot be notified of such cancellation? 3. Are reimbursable special project codes being used for all overtime associated with reimbursable special Remarks: X Yes □ No □ N/A projects? 4. Is the commander ensuring nonuniformed personnel overtime hours are not reflected on the Report of Remarks: X Yes ☐ No □ N/A Overtime Hours for Reimbursable Special Projects? 5. Is the commander ensuring non-reimbursable overtime is not being claimed for an employee, other ✓ Yes □ No Remarks: ☐ N/A than Bargaining Unit 7, while on vacation or compensated time off for hours worked during their regular work shift time? 6. Is "RDO" being written in the "Notes" section of the CHP 415, Daly Field Record, for overtime worked on Remarks: Random sampling provided Yes X No  $\square$  N/A that 10% comply with this requirment. a regular day off? 7. Is there a CHP 90, Report of Court Appearance -Civil Action, completed for each officer or sergeant Remarks: X Yes ☐ No □ N/A when overtime is associated for civil court?

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any discrepancies with policy,

## COMMAND INSPECTION PROGRAM INSPECTION CHECKLIST

8. Do the CHP 415s with overtime indicate the employee's lunch period or indicate "None" if the employee worked through their lunch break?	⊠ Yes	☐ No	□ N/A	Remarks
9. Did the supervisor sign the CHP 415s approving the overtime?	⊠ Yes	□No	□ N/A	Remarks:
10. Are claimed overtime meals related to overtime worked within 50 miles of the employee's headquarters?	⊠ Yes	□No	□ N/A	Remarks:
11. If overtime is incurred by a peer support counselor, is the name of the employee to whom support was provided excluded from the CHP 415 of the counselor?	Yes	□No	⊠ N/A	Remarks: Area does not have a peer support counselor at this time.
12. Is the "Notes" section on side two of the CHP 415 used to explain any overtime listed on side one of the CHP 415?	⊠ Yes	□No	□ N/A	Remarks:
Are employee's Compensated Time Off hours maintained within reasonable balances?	⊠ Yes	□No	□ N/A	Remarks:
14. Is the commander ensuring employees are not incurring overtime due to working over the allotted number of hours for any given Fair Labor Standards Act (FLSA) period?	⊠ Yes	□ No	□ N/A	Remarks:
15. Is the commander ensuring uniformed employees are not working voluntary overtime which results in them working more than 16.5 hours in a 24 hour period?	⊠ Yes	□No	□ N/A	Remarks:
16. Do the CHP 415 total overtime hours agree with the Monthly Attendance Report (MAR)?	⊠ Yes	□No	□ N/A	Remarks:
17. Are the MARs retained for at least three years and contain the commander's signature?	⊠ Yes	□No	□ N/A	Remarks:



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STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### COMMAND INSPECTION PROGRAM INSPECTION CHECKLIST

Chapter 6
Command Overtime

Command: Division: Central		Number:
Evaluated by:		Date:
Lt. Sandra Adams		11-17-2009
Assisted by:		Date:
OT Susan Tempesta #A13642		11-17-2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the Exceptions Document shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected. Lead Inspector's Signature: TYPE OF INSPECTION ☐ Division Level Sandra adams, cr

Commander's Signature:

Date:

12/11/09 □ Voluntary Self-Inspection Executive Office Level Follow-up Required: Follow-up Inspection X No Yes For applicable policies, refer to HPM 11.1, Chapter 6, HPM 40.71, Chapters 2, 8, and 10, HPM 10.5, Chapter 2, and HPM 10.3, Chapters 24 and 28. Note: If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation. 1. Is the hiring company/agency for reimbursable Remarks: Included in any contract □ N/A Yes Yes □No overtime being held responsible for paying a minimum of four hours of overtime per CHP uniformed employee, regardless of length of service/detail? Is a minimum of four hours overtime being allocated Remarks: X Yes □No □ N/A to each CHP uniformed employee(s) if cancellation notification is made 24 hours or less prior to the scheduled detail and the assigned CHP uniformed employee(s) cannot be notified of such cancellation? 3. Are reimbursable special project codes being used Remarks: □No □ N/A ✓ Yes for all overtime associated with reimbursable special 4. Is the commander ensuring nonuniformed personnel Remarks: Only reflected on CHP 71 X Yes □No □ N/A overtime hours are not reflected on the Report of and overtime report to Division Overtime Hours for Reimbursable Special Projects? Is the commander ensuring non-reimbursable Remarks: X Yes □ No  $\square$  N/A overtime is not being claimed for an employee, other than Bargaining Unit 7, while on vacation or compensated time off for hours worked during their regular work shift time? 6. Is "RDO" being written in the "Notes" section of the Remarks: OT on an RDO is prepared CHP 415, Daly Field Record, for overtime worked on Yes ₩ No □ N/A on a Supplemental A415 a regular day off? Is there a CHP 90, Report of Court Appearance -Remarks: ΠNo □ N/A Civil Action, completed for each officer or sergeant X Yes

when overtime is associated for civil court?

## COMMAND INSPECTION PROGRAM INSPECTION CHECKLIST

Chapter 6 Command Overtime

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8. Do the CHP 415s with overtime indicate the employee's lunch period or indicate "None" if the employee worked through their lunch break?	⊠ Yes	□No	□ N/A	Remarks:
9. Did the supervisor sign the CHP 415s approving the overtime?	Yes	□No	□ N/A	Remarks:
10. Are claimed overtime meals related to overtime worked within 50 miles of the employee's headquarters?	X Yes	□No	□ N/A	Remarks: None in the past year
11. If overtime is incurred by a peer support counselor, is the name of the employee to whom support was provided excluded from the CHP 415 of the counselor?	☐ Yes	□No	⊠.N/A	Remarks: Oakhurst has no peer support personnel
12. Is the "Notes" section on side two of the CHP 415 used to explain any overtime listed on side one of the CHP 415?	∑ Yes	□No	□ N/A	Remarks: Along with notation of the supervisor who approved use of the overtime.
13. Are employee's Compensated Time Off hours maintained within reasonable balances?	⊠ Yes	□No	□ N/A	Remarks:
14. Is the commander ensuring employees are not incurring overtime due to working over the allotted number of hours for any given Fair Labor Standards Act (FLSA) period?	X Yes	□No	□ N/A	Remarks: During reconciliation, any FLSA overtime is explained. Occurs occasionally due to shift hour changes to AWW when personnel transfer to the Area.
15. Is the commander ensuring uniformed employees are not working voluntary overtime which results in them working more than 16.5 hours in a 24 hour period?	∑ Yes	□No	□ N/A	Remarks:
16. Do the CHP 415 total overtime hours agree with the Monthly Attendance Report (MAR)?	Yes	☐ No	□ N/A	Remarks:
17. Are the MARs retained for at least three years and contain the commander's signature?	X Yes	☐ No	□ N/A	Remarks:

### COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command:	Chapter:	
Oakhurst	Central	6
Inspected by:		Date:
Lt. Sandra Ac	lams	12/11/2009

Page 1 of 3

INSTRUCTIONS: This document shall be number of the inspection in the Chapter In shall be routed to and its due date. This d improvement, identified deficiencies, corre	spectic ocume	on number. Under "Forwant shall be utilized to doc	ard to:" enter the nex ument innovative pra	actices, suggestions for statewide	
TYPE OF INSPECTION  Division Level x Command Level  Executive Office Level	əl	Total hours expended inspection: 2 hours	☐ Corrective Action Plan Included ☐ Attachments Included		
Follow-up Required:	Divisio	rd to: Central n ate: 12/16/2009			
Chapter Inspection: Command Inspector's Comments Regardi					
When an officer has been subpoenaed for civil court, the Office Technician completes the majority of the CHP 90, and serves the document with the subpoena, with a reminder of the 24-hour time frame to complete the document following either the appearance or the cancellation date. Additionally, the OT marks her desk calendar as a suspense to receive the document from the officer.  Command Suggestions for Statewide Improvement:					
Oakhurst identified a deficiency mileage used during the detail is to manually add the mileage fror were working on the problem.	in the	e computer prograr collected for the re	conciliation rep	related to special projects. The ort. This causes the timekeeper works the detail. IMD stated they	
Oakhurst Area complies with all proper documentation of overtime. Supervisors oversee proper use of reimbursable project codes, and the Office Technician properly accounts for all uses of overtime related to grants or local contracts, i.e. Mazeep, Cozeep, and local details. Officers note the sergeant who approved the use of overtime related to end of shift on the A415. Oakhurst strives to stay within allocated overtime hours.					
Commander's Response: x Co	ncur	or 🗌 Do Not Conc	ur (Do Not Concu	r shall document basis for response)	

## COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 2 of 3

Command: Division: Oakhurst Central		Chapter:			
Inspected by:		Date:			
Lt. Sandra Ad	dams	12/11/2009			

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

## **COMMAND INSPECTION PROGRAM**EXCEPTIONS DOCUMENT

Page 3 of 3

Command: Division:		Chapter:
Oakhurst	Central	6
Inspected by:		Date:
Lt. Sandra Ad	dams	12/11/2009

Required Action: None		NOTE: IN SUPPLY MADE IN COLUMN TO SERVICE AND
O and the Author Disay Times lines Name	Required Action: None	
Corrective Action Plan/Timeline: None	Corrective Action Plan/Timeline: None	

Employee would like to discuss this report with	COMMANDER'S SIGNATURE	DATE
the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	Handra Adams, CF INSPECTOR'S SIGNATURE	12/11/2009
	INSPECTOR'S SIGNATURE	DATE
	Sandra adames 15	12/11/2009
Reviewer discussed this report with	REVIEWER'S SIGNATURE	DATE
employee		
☐ Concur ☐ Do not concur		

#### Memorandum

Date:

December 1, 2009

To:

Central Division

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Mariposa

File No.:

455.13163

Subject:

COMMAND INSPECTION PROGRAM CHAPTER 6

Attached is a copy of the Mariposa Area Command Inspection Program Chapter 6, Command

Overtime, for Central Division's review. If there are any questions please feel free to contact me

at (209) 966-3656.

D.M. TROXELL, Lieutenant

Commander Mariposa Area

Attachments

#### COMMAND INSPECTION PROGRAM INSPECTION CHECKLIST

Chapter 6
Command Overtime

Command: Mariposa	Division: Central	Number:
Evaluated by: Sgt. Todd Weic	hers	Date: 11-24-2009
Assisted by:		Date:

applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the Exceptions Document shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected. Lead-Inspector's Signature: TYPE OF INSPECTION ☐ Division Level Command Level Executive Office Level □ Voluntary Self-Inspection Commander's Signature: Follow-up Required: Follow-up Inspection Yes  $\bowtie$  No. For applicable policies, refer to HPM 11.1, Chapter 6, HPM 40.71, Chapters 2, 8, and 10, HPM 10.5, Chapter 2, and HPM 10.3, Chapters 24 and 28. Note: If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation. 1. Is the hiring company/agency for reimbursable Remarks: overtime being held responsible for paying a X Yes □ No □ N/A minimum of four hours of overtime per CHP uniformed employee, regardless of length of service/detail? 2. Is a minimum of four hours overtime being allocated Remarks: to each CHP uniformed employee(s) if cancellation X Yes □No  $\square$  N/A notification is made 24 hours or less prior to the scheduled detail and the assigned CHP uniformed employee(s) cannot be notified of such cancellation? 3. Are reimbursable special project codes being used Remarks: for all overtime associated with reimbursable special ⊠ Yes No □ N/A 4. Is the commander ensuring nonuniformed personnel Remarks: overtime hours are not reflected on the Report of ⊠ Yes □ No □ N/A Overtime Hours for Reimbursable Special Projects? 5. Is the commander ensuring non-reimbursable Remarks: overtime is not being claimed for an employee, other □ No  $\square$  N/A than Bargaining Unit 7, while on vacation or compensated time off for hours worked during their regular work shift time? Is "RDO" being written in the "Notes" section of the CHP 415, Daly Field Record, for overtime worked on Remarks: This has been an oversight ☐ Yes ⊠ No N/A by Area supervisors. The daily a regular day off? schedule was checked regularly to ensure overtime was worked on a RDO.

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any discrepancies with policy,

#### COMMAND INSPECTION PROGRAM INSPECTION CHECKLIST

	Is there a CHP 90, Report of Court Appearance - Civil Action, completed for each officer or sergeant when overtime is associated for civil court?	⊠ Yes	□No	□ N/A	Remarks:
8.	employee's lunch period or indicate "None" if the employee worked through their lunch break?	⊠ Yes	□No	□ N/A	Remarks:
9.	Did the supervisor sign the CHP 415s approving the overtime?	⊠ Yes	□No	□ N/A	Remarks:
	. Are claimed overtime meals related to overtime worked within 50 miles of the employee's headquarters?	⊠ Yes	□No	□ N/A	Remarks:
	If overtime is incurred by a peer support counselor, is the name of the employee to whom support was provided excluded from the CHP 415 of the counselor?	☐ Yes	□ No	⊠ N/A	Remarks: There are currently no Peer Support Counselors assigned to the Mariposa Area.
	Is the "Notes" section on side two of the CHP 415 used to explain any overtime listed on side one of the CHP 415?	⊠ Yes	□No	□ N/A	Remarks:
	Are employee's Compensated Time Off hours maintained within reasonable balances?	⊠ Yes	□No	□ N/A	Remarks:
	Is the commander ensuring employees are not incurring overtime due to working over the allotted number of hours for any given Fair Labor Standards Act (FLSA) period?	⊠ Yes	□ No	□ N/A	Remarks:
	Is the commander ensuring uniformed employees are not working voluntary overtime which results in them working more than 16.5 hours in a 24 hour period?	⊠ Yes	□ No	□ N/A	Remarks:
16	Do the CHP 415 total overtime hours agree with the Monthly Attendance Report (MAR)?	⊠ Yes	□No	□ N/A	Remarks:
17	Are the MARs retained for at least three years and contain the commander's signature?	⊠ Yes	□No	□ N/A	Remarks;

#### COMMAND INSPECTION PROGRAM **INSPECTION CHECKLIST**

Command: Madera	Division: Central	Number: 450
Evaluated by: D. Paris		Date: 11/04/09
Assisted by: B. Hefner, Sg	t	Date: 11/04/09

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the Exceptions Document shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.						
	Lead Inspe	ector's Signati	іге:			
TYPE OF INSPECTION						
☐ Division Level ☐ Command Level	1	17	V.			
☐ Executive Office Level ☐ Voluntary Self-Inspection		177	)	1F	I Duto	
Follow-up Required:	Command	er's Signature	E E		Date:	
☐ Yes ☐ No	Z		a-		11/4/07	
For applicable policies, refer to HPM 11.1, Chapter 6,						
HPM 40.71, Chapters 2, 8, and 10, HPM 10.5, Chapter 2, and HPM 10.3, Chapters 24 and 28.						
"Note: If a "No" or "N/A" box is checked, the "Remarks" section	shall be u	ilized for ex	planation	aller.	a security by the property of the	
<ol> <li>Is the hiring company/agency for reimbursable overtime being held responsible for paying a minimum of four hours of overtime per CHP uniformed employee, regardless of length of service/detail?</li> </ol>	⊠ Yes	□ No	□ N/A	Remarks:		
2. Is a minimum of four hours overtime being allocated to each CHP uniformed employee(s) if cancellation notification is made 24 hours or less prior to the scheduled detail and the assigned CHP uniformed employee(s) cannot be notified of such cancellation?	⊠ Yes	□ No	□ N/A	Remarks:		
3. Are reimbursable special project codes being used for all overtime associated with reimbursable special projects?	⊠ Yes	□ No	□ N/A	Remarks:	8	
4. Is the commander ensuring nonuniformed personnel overtime hours are not reflected on the Report of Overtime Hours for Reimbursable Special Projects?	⊠ Yes	□No	□ N/A	Remarks:		
5. Is the commander ensuring non-reimbursable overtime is not being claimed for an employee, other than Bargaining Unit 7, while on vacation or compensated time off for hours worked during their regular work shift time?	⊠ Yes	□ No	□ N/A	Remarks:		
6. Is "RDO" being written in the "Notes" section of the CHP 415, Daly Field Record, for overtime worked on a regular day off?	⊠ Yes	□No	□ N/A	Remarks:		
7. Is there a CHP 90, Report of Court Appearance - Civil Action, completed for each officer or sergeant when overtime is associated for civil court?	⊠ Yes	☐ No	□ N/A	Remarks:		

## COMMAND INSPECTION PROGRAM INSPECTION CHECKLIST

8.	of the CHP 415s with overtime indicate the employee's lunch period or indicate "None" if the employee worked through their lunch break?	⊠ Yes	□ No	□ N/A	Remarks:
9.	Did the supervisor sign the CHP 415s approving the overtime?	⊠ Yes	□No	□ N/A	Remarks:
10.	Are claimed overtime meals related to overtime worked within 50 miles of the employee's headquarters?	☐ Yes	□No	⊠ N/A	Remarks: No overtime claims were noted.
	If overtime is incurred by a peer support counselor, is the name of the employee to whom support was provided excluded from the CHP 415 of the counselor?	⊠ Yes	☐ No	□ N/A	Remarks:
	Is the "Notes" section on side two of the CHP 415 used to explain any overtime listed on side one of the CHP 415?	⊠ Yes	□No	□ N/A	Remarks:
13.	Are employee's Compensated Time Off hours maintained within reasonable balances?	⊠ Yes	□ No	□ N/A	Remarks:
	Is the commander ensuring employees are not incurring overtime due to working over the allotted number of hours for any given Fair Labor Standards Act (FLSA) period?	⊠ Yes	□No	□ N/A	Remarks:
	Is the commander ensuring uniformed employees are not working voluntary overtime which results in them working more than 16.5 hours in a 24 hour period?	⊠ Yes	□No	□ N/A	Remarks:
16.	Do the CHP 415 total overtime hours agree with the Monthly Attendance Report (MAR)?	⊠ Yes	□No	□ N/A	Remarks: When errors are detected corrected reports are promptly completed.
17.	Are the MARs retained for at least three years and contain the commander's signature?	⊠ Yes	□No	□ N/A	Remarks:

#### COMMAND INSPECTION PROGRAM INSPECTION CHECKLIST

Chapter 6 Command Overtime

Command:	Number:	
Hanford Area   Central Division		
Evaluated by:	Date:	
Mark Kairis, I.D.	11/23/2009	
Assisted by:	Date:	

1		VISION Leve	÷1	Х	Command	Level			/1 -	-		
		cecutive Of		15	Voluntary S	elf-Inspection		/.			¥	
	F	ollow-up	Required:		□ Follow u	p Inspection	Command	der's Signatur	9:		Date:	
	Г	Yes	X No		Follow-u	р шаресион	1	au -	Durch	Le IT.	11/23	2009
ŀ	For a			fer to I	⊣PM 11.1,	Chapter 6			1700	3		
	HPM	40.71, Ch	apters 2, 8	, and	10, HPM 10	0.5,		2		24		
	Chap	ter 2, and	HPM 10.3,	Chap	oters 24 and	1 28.						
	Terrare.	12 2 08 120 2	PKI/AT L			T 11		.00 #1.6		107Nich -281-330	December 1986	
F	1.				ked, the "Re cy for reimbl	marks" section	shall be u	tilized for e	xplanation			
	1.				sible for pay		X Yes	□No	□ N/A	Remarks:		
		minimum	of four hour	rs of ov	ertime per C	CHP						
		uniformed service/d	d employee,	regard	dless of leng	th of	1					
F	2.			hours	overtime bei	ng allocated	-					
		to each C	HP uniform	ed em	ployee(s) if c	ancellation	X Yes	☐ No	□ N/A	Remarks:		
		notificatio	n is made 2	4 hour	s or less pric	or to the						
		employee	u detall and (s) cannot h	tne as	signed CHP	uniformed cancellation?						9
r	3.				oject codes l		<del> </del>					
		for all ove				able special	X Yes	☐ No	□ N/A	Remarks:		
H	4.	projects?	amandar an	ourina	nanuniforma	ed personnel						
	700	overtime h	nours are no	suning ot refle	cted on the f	Report of	X Yes	ПNо	□ N/A	Remarks:		
		Overtime	Hours for Re	eimbur	sable Specia	al Projects?						
	5.	Is the com	mander ens	suring	non-reimbur	sable	V V			Remarks:		
		than Barg	s not being ( aining Unit 7	ciaime 7 while	a for an emp e on vacatior	loyee, other	X Yes	│	□ N/A	T TOTAL TOTAL		
		compensa	ited time off	for ho	urs worked o	luring their						
		regular wo	ork shift time	?		_				***		
	6.	Is "RDO" k	peing writter	in the	"Notes" sec	tion of the e worked on	X Yes	∏ No	│ │	Remarks:		
		a regular c		record	, ioi overumi	e worked on	A 168	□ №	□ N/A			
	7.	Is there a	CHP 90, Re	port of	Court Appe	arance -				5		
		Civil Action	n, completed	d for ea	ach officer o	sergeant	X Yes	☐ No	□ N/A	Remarks:		
		when over	ume is asso	clated	for civil cour	t?						

## COMMAND INSPECTION PROGRAM INSPECTION CHECKLIST

8	employee's lunch period or indicate "None" if the employee worked through their lunch break?	X Yes	□No	□ N/A	Remarks:
9.	overtime?	X Yes	☐ No	□ N/A	Remarks:
	<ol> <li>Are claimed overtime meals related to overtime worked within 50 miles of the employee's headquarters?</li> </ol>	X Yes	☐ No	□ N/A	Remarks:
	<ol> <li>If overtime is incurred by a peer support counselor, is the name of the employee to whom support was provided excluded from the CHP 415 of the counselor?</li> </ol>	X Yes	☐ No	□ N/A	Remarks:
	2. Is the "Notes" section on side two of the CHP 415 used to explain any overtime listed on side one of the CHP 415?	X Yes	□No	□ N/A	Remarks:
13	Are employee's Compensated Time Off hours maintained within reasonable balances?	X Yes	□No	□ N/A	Remarks:
	. Is the commander ensuring employees are not incurring overtime due to working over the allotted number of hours for any given Fair Labor Standards Act (FLSA) period?	X Yes	☐ No	□ N/A	Remarks:
	Is the commander ensuring uniformed employees are not working voluntary overtime which results in them working more than 16.5 hours in a 24 hour period?	X Yes	☐ No	□ N/A	Remarks:
	Do the CHP 415 total overtime hours agree with the Monthly Attendance Report (MAR)?	X Yes	□ No	□ N/A	Remarks:
17.	Are the MARs retained for at least three years and contain the commander's signature?	X Yes	□No	□ N/A	Remarks:

## **COMMAND INSPECTION PROGRAM** EXCEPTIONS DOCUMENT

Command: Hanford Area	Division: Central Division	Chapter: 6 – Overtime/Grants
Inspected by:	Date: 11/23/2009	
Mark Kairis, ID	11900	11/23/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans, and may be used to appeal findings. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION		☐ Corrective Action Plan Included			
☐ Division Level X Command Level		Appeal Included			
☐ Executive Office Level		Attachments Included			
Follow-up Required:	Forward to:	Commander's Signature:	Date:		
Yes X No	Due Date:	Day Fully 15.	11/23/2009		
Chapter Inspection:					
Inspector's Comments Regar	rding Innovative Practice	S:			
None identified.					
#					
Command Suggestions for Statewide Improvement:					
Ti di					
None.					
	387				
Inspector's Findings:					

Procedures are in compliance with Department policy.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Page 2

Command: Hanford Area	Chapter: 6 – Overtime/Grants
Inspected by:	Date:
Mark Kairis, ID	11/23/2009

	Com	mander's	Response	:
--	-----	----------	----------	---

Concur with Inspector's findings.

Inspector's Comments:

N/A

Required Action

Corrective Action Plan/Timeline

N/A

#### COMMAND INSPECTION PROGRAM

**EXCEPTIONS DOCUMENT** 

Page 3

Command: Division: Chapter: 6 – Overtime/Grants
Inspected by: Date: 11/23/2009

Anneal Process (	Appears shall be tiled within the it	Thurstone date of the some	oleted chapter inspection	
Commander's Bas	Appeals shall be filed within five (s	of business days of the comp	Geten Chapter Inspection).	
Bac	ю тог тррои.			
N/A			S X	
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Appeal Review/Dec	ision: (This shall be the only lev	el of appeal).		E
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Lead Inspector's Signature:		Date:		
	7/ - 1180°	11/2	3/2009	
Responding Commander's Signi	ature (for appeal):	Date:		

### COMMAND INSPECTION PROGRAM INSPECTION CHECKLIST

Chapter 6 Command Overtime

Command: Fresno	Division: Central	Number:	
Evaluated by: Sergeant R. Det	Date: 12/15/09		
Assisted by:	Date:		

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the Exceptions Document shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected. Lead Inspector's Signature: TYPE OF INSPECTION ☐ Division Level Command Level ☐ Executive Office Level Commander's Signature: Follow-up Required: Follow-up Inspection 12/18/09 ⊠ Yes No For applicable policies, refer to HPM 11.1, Chapter 6, HPM 40.71, Chapters 2, 8, and 10, HPM 10.5, Chapter 2, and HPM 10.3, Chapters 24 and 28. Note: If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation. 1. Is the hiring company/agency for reimbursable Remarks: ⊠ Yes □ N/A □ No overtime being held responsible for paying a minimum of four hours of overtime per CHP uniformed employee, regardless of length of service/detail? Is a minimum of four hours overtime being allocated Remarks: ⊠ Yes □ No □ N/A to each CHP uniformed employee(s) if cancellation notification is made 24 hours or less prior to the scheduled detail and the assigned CHP uniformed employee(s) cannot be notified of such cancellation? Are reimbursable special project codes being used Remarks: There is no current □ N/A for all overtime associated with reimbursable special ☐ Yes ⊠ No process for ensuring that court projects? overtime stemming from reimbursable special projects has the applicable special project code listed. Is the commander ensuring nonuniformed personnel Remarks: ⊠ Yes □ No □ N/A overtime hours are not reflected on the Report of Overtime Hours for Reimbursable Special Projects? 5. Is the commander ensuring non-reimbursable Remarks: □ N/A ⊠ Yes □ No overtime is not being claimed for an employee, other than Bargaining Unit 7, while on vacation or compensated time off for hours worked during their regular work shift time? 6. Is "RDO" being written in the "Notes" section of the Remarks: The majority of 415s CHP 415, Daly Field Record, for overtime worked on Yes Yes ⊠ No ☐ N/A reviewed did not have this notation as a regular day off? required.

#### COMMAND INSPECTION PROGRAM INSPECTION CHECKLIST

7,	Is there a CHP 90, Report of Court Appearance - Civil Action, completed for each officer or sergeant when overtime is associated for civil court?	⊠ Yes	☐ No	□ N/A <sub>3</sub>	Remarks:
8.	Do the CHP 415s with overtime indicate the employee's lunch period or indicate "None" if the employee worked through their lunch break?	☐ Yes	⊠ No	□ N/A	Remarks: The majority of 415s reviewed did not have this notation as required.
9.	Did the supervisor sign the CHP 415s approving the overtime?	⊠ Yes	□No	□ N/A	Remarks:
	Are claimed overtime meals related to overtime worked within 50 miles of the employee's headquarters?	⊠ Yes	□No	□ N/A	Remarks:
	If overtime is incurred by a peer support counselor, is the name of the employee to whom support was provided excluded from the CHP 415 of the counselor?	☐ Yes	□No	⊠ N/A	Remarks: Could not locate any 415 record for such an incident.
12.	Is the "Notes" section on side two of the CHP 415 used to explain any overtime listed on side one of the CHP 415?	⊠ Yes	□No	□ N/A	Remarks:
13.	Are employee's Compensated Time Off hours maintained within reasonable balances?	☐ Yes	⊠ No	□ N/A	Remarks: There are currently six officers at the 480 cap.
14.	Is the commander ensuring employees are not incurring overtime due to working over the allotted number of hours for any given Fair Labor Standards Act (FLSA) period?	⊠ Yes	□ No	□ N/A	Remarks:
15.	Is the commander ensuring uniformed employees are not working voluntary overtime which results in them working more than 16.5 hours in a 24 hour period?	⊠ Yes	□ No	□ N/A	Remarks: The 16.5 hours limitation is regularly reinforced by the commander. However, several of the 415s reviewed went over.
16.	Do the CHP 415 total overtime hours agree with the Monthly Attendance Report (MAR)?	⊠Yes	☐ No	□ N/A	Remarks:
17.	Are the MARs retained for at least three years and contain the commander's signature?	⊠ Yes	☐ No	□ N/A	Remarks: Copies of the MARs are routed to the Commander and administrative lieutenant each month. The MARs on file have been signed by the Commander or his alternate.

### COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command: Fresno	Division: Central	Chapter:
Inspected by:	Date:	
Sergeant R. De	12/15/2009	

Page 1 of 3

number of the inspection in the Chapter shall be routed to and its due date. This	Inspection docume	Check appropriate boxes as necessary, or fi on number. Under "Forward to:" enter the new ont shall be utilized to document innovative pro ction plans. A CHP 51 Memorandum may be	actices, suggestions for statewide
TYPE OF INSPECTION  ☐ Division Level ☐ Command L  ☐ Executive Office Level	.evel	Total hours expended on the inspection:	☐ Corrective Action Plan Included☐ Attachments Included
Follow-up Required:	Forwa		
Chapter Inspection: Inspector's Comments Regar None.	ding Ir	nnovative Practices:	
Command Suggestions for S	tatewic	de Improvement:	

Item 3: There is no current process for ensuring that court overtime stemming from reimbursable special projects has the applicable special project code listed. This is primarily due to the fact that the courts do not return a copy of the challenged citation with the subpoena so the supervisor has no way of knowing that the subpoena is related to anything other than regular patrol duties. This could be overcome if the employee being subpoenaed still submitted hard copy 415s and attached their subpoena and a copy of the citation for review, but that ended with the implementation of the CARS Automated 415 program.

Item 6: Area suggests that the CARS Automated 415 program include some reference to "RDO" (a checkbox perhaps) and "Date Worked" in the notes section of the form. Currently, the reviewer has no way of knowing if the overtime detail was worked on an RDO without looking at the master schedule. The logistical problem presented by such action is prohibitive.

Item 8: The CARS Automated 415 program currently alerts the user that the lunch period field of an overtime 415 is not complete. However, the program will still accept the document without the information. Even though supervisors may be regularly returning 415s for inclusion of this information, the document will not usually be held up if the submitting employee is on days off and the FLSA or pay period cutoffs need to be met. Area believes that a programming change requiring the information prior to signing by the employee would eliminate this scenario.

Additionally, a secure web based program for time accounting would better facilitate timely submission of reports for those persons who are required to submit daily activity reports but who do not have access to Area computers. Some who would benefit from such a program include, but are not limited to: task force and resident post officers, those on loan to division, those off duty on injury status, and anyone

## COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command:	Division:	Chapter:	
Fresno	Central	6	
Inspected by:		Date:	
Sergeant R. DeChamplain		12/15/2009	

Page 2 of 3
who is away from the office when Area is facing FLSA and pay period cutoffs and a correction, addition, or deletion is needed.
Inspector's Findings:
Most of the errors/omissions noted in this inspection can be corrected through training, both at the officer and the supervisor levels. The Automated 415 programming issues can not be addressed at the Area level, but should be brought to the attention of top management for consideration.
Commander's Response: Concur or Do Not Concur (Do Not Concur shall document basis for response)
Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

#### COMMAND INSPECTION PROGRAM

**EXCEPTIONS DOCUMENT** 

Command:	Division:	Chapter:
Fresno	Central	6
Inspected by:		Date:
Sergeant R. DeChamplain		12/15/2009

Page 3 of 3

	<b>有型的影響的特別的影響的影響。</b>
Required Action	
Corrective Action Plan/Timeline	-

Deficiencies identified Items 3, 6, and 8, of this inspection will be immediately addressed with all Area personnel via e-mail and through shift briefings.

Item 13: Area will take immediate steps to have those employees at the CTO cap burn down those hours permitted by their respective MOU.

Item 15: The 16.5 hours limitation is regularly reinforced by the commander. However, apparent incidents of overages were located during inspection. The word "apparent" is used because employees are not explaining the date worked and whether the overtime detail was worked before or after their regular shift. Therefore, the reviewer could not determine if some of the supplemental 415s submitted were for the same work day or were actually for the next day but before the employee's regular work shift.

Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	12/18/05
	INSPECTOR'S SIGNATURE	12/11/29
Reviewer discussed this report with employee	RÉVIEWER'S SIGNATURE	DATE
☐ Concur ☐ Do not concur		

## **COMMAND INSPECTION PROGRAM** EXCEPTIONS DOCUMENT

Command: Division:		Chapter:
Hanford Area   Central Division		6 – Overtime/Grants
Inspected by:		Date:
Mark Kairis, ID 11908		11/23/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans, and may be used to appeal findings. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION		Corrective Action Plan Included		
☐ Division Level X Command Level		Appeal Included		
☐ Executive Office Level		Attachments Included		
Follow-up Required:	Forward to:	Commander's Signature:	Date:	
Yes X No	Due Date:	Day Fully 15.	11/23/2009	
Chapter Inspection:				
"相应是是相关的关键型。" 第二章				
Inspector's Comments Regarding Innovative Practices:				
None identified.				
Command Suggestions for Statewide Improvement:				
None.				
Inspector's Findings:				

Procedures are in compliance with Department policy.

#### COMMAND INSPECTION PROGRAM

**EXCEPTIONS DOCUMENT** 

Page 2

Command:	Division:	Chapter:	
Hanford Area	Central Division	6 - Overtime/Grants	
Inspected by:		Date:	
Mark Kairis, ID 11908		11/23/2009	

Comman	der's	Resp	onse:

Concur with Inspector's findings.

Inspector's Comments:

N/A

Required Action

Corrective Action Plan/Timeline

N/A

#### COMMAND INSPECTION PROGRAM

**EXCEPTIONS DOCUMENT** 

Commander's Basis for Appeal:

Page 3

Command: Division: Chapter: 6 – Overtime/Grants
Inspected by: Date:
Mark Kairis, ID 11908 11/23/2009

N/A	
78	9
OF:	*(
Appeal Review/Decision: (This shall be the only level of appeal).	
Appear Neview/Decision. (This shall be the only level of appeal).	
Lead Inspector's Signature:	Date:
- 11808	11/23/2009
Responding Commander's Signature (for appeal):	Date:
1 1000	

Appeal Process: (Appeals shall be filed within five (5) business days of the completed chapter inspection).

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# **COMMAND INSPECTION PROGRAM**EXCEPTIONS DOCUMENT

Command: Coalinga	Division: Central	Chapter: 6 (Grants)
Inspected by:	00111.01	Date:
Sergeant J. Hunt, #15778		June 18, 2009

Page 1 of 2

INSTRUCTIONS: This document shall number of the inspection in the Chapter shall be routed to and its due date. This improvement, identified deficiencies, co	Inspecti s docum	ion number. Under "For ent shall be utilized to d	ward to:" enter the ne ocument innovative pr	ill in the blanks as indicated. Enter the chapte xt level of command where the document actices, suggestions for statewide e used if additional space is required.
TYPE OF INSPECTION  ☐ Division Level ☐ Command I ☐ Executive Office Level	_evel	Total hours expend inspection: 4	ed on the	<ul><li>☑ Corrective Action Plan Included</li><li>☐ Attachments Included</li></ul>
Follow-up Required:		l rd to: Central Div. ate: July 1, 2009		
Chapter Inspection: Inspector's Comments Regar None identified.	ding Ir	novative Practice	s:	
Command Suggestions for St	atewid	e Improvement:		
Inspector's Findings:		44-014		
	grant f s been	unding during the stellar during the	past 12 months. past year, and a	. The Area's focus as it relates s a result the Area has found no
Commander's Response: 년(	Concur	or 🗌 Do Not Cor	cur (Do Not Concu	ır shall document basis for response)

## COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Division:	Chapter:	
Central	6 (Grants)	
	Date:	
Sergeant J. Hunt, #15778		
	Central	

Page 2 of 2

Inspector's Comments:	Shall address non concurrence by commander (e.g., findings revised, findings unchanged,
etc.)	

	ATA WILLIAM REPORT OF THE PROPERTY OF THE PROP	
Required Action	California devolutiva della processione	
O - was ative Astion Disp. Timesting		
Corrective Action Plan/Timeline		

During the beginning of the next fiscal year, the Coalinga Area will research into any area in which grant funding may be able to assist in accomplishing the Department's mission. The Coalinga Area is predominately rural and sparsely populated, consisting mainly of rural county roadways, a few state routes and Interstate 5. As such, the enforcement focus is primarily limited to DUI, speed and seat belt enforcement. These areas along with farm labor enforcement and education could be potential areas in which additional grant funding is sought.

Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	6/29/09
	INSPECTOR'S SIGNATURE	DATE 6/23/09
☐ Reviewer discussed this report with employee ☐ Do not concur	REVIEWER'S SIGNATURE	DATE

### COMMAND INSPECTION PROGRAM INSPECTION CHECKLIST

Chapter 6
Command Overtime

Command:	Division:	Number:
Porterville	Central	
Evaluated by:		Date:
Sergeant C.M. Boudreaux		11-13-2009
Assisted by:		Date:
Sergeant R. Cox		11-16-2009

Furthermore, the Exceptions Document shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected. Lead Inspector's Signature: TYPE OF INSPECTION Division Level Command Level ☐ Executive Office Level Voluntary Self-Inspection Commander's Signalure: Follow-up Required: ☐ Follow-up Inspection 12-16-2009 No. Yes For applicable policies, refer to HPM 11.1, Chapter 6, HPM 40.71, Chapters 2, 8, and 10, HPM 10.5, Chapter 2, and HPM 10.3, Chapters 24 and 28. Note: If a No. or N/A box is checked the "Remarks" section shall be utilized for explanation 1. Is the hiring company/agency for reimbursable Remarks: overtime being held responsible for paying a □ No □ N/A minimum of four hours of overtime per CHP uniformed employee, regardless of length of service/detail? Is a minimum of four hours overtime being allocated Remarks: to each CHP uniformed employee(s) if cancellation □ No  $\square$  N/A notification is made 24 hours or less prior to the scheduled detail and the assigned CHP uniformed employee(s) cannot be notified of such cancellation? Are reimbursable special project codes being used Remarks: ⊠ Yes □No for all overtime associated with reimbursable special □ N/A projects? 4. Is the commander ensuring nonuniformed personnel Remarks: ☐ No □ N/A overtime hours are not reflected on the Report of Overtime Hours for Reimbursable Special Projects? 5. Is the commander ensuring non-reimbursable Remarks: overtime is not being claimed for an employee, other ☐ No □ N/A than Bargaining Unit 7, while on vacation or compensated time off for hours worked during their regular work shift time? Is "RDO" being written in the "Notes" section of the Remarks: Officers will be advised to CHP 415, Daly Field Record, for overtime worked on ☐ Yes ⊠ No □ N/A write "RDO" on future 415's. a regular day off? 7. Is there a CHP 90, Report of Court Appearance -Remarks: Civil Action, completed for each officer or sergeant ☐ No □ N/A when overtime is associated for civil court?

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command.

### COMMAND INSPECTION PROGRAM INSPECTION CHECKLIST

8.	employee's lunch period or indicate "None" if the employee worked through their lunch break?	⊠ Yes	☐ No	□ N/A	Remarks:
9.	Did the supervisor sign the CHP 415s approving the overtime?	⊠ Yes	□No	□ N/A	Remarks:
	Are claimed overtime meals related to overtime worked within 50 miles of the employee's headquarters?	⊠ Yes	□No	□ N/A	Remarks:
	If overtime is incurred by a peer support counselor, is the name of the employee to whom support was provided excluded from the CHP 415 of the counselor?	☐ Yes	□No	⊠ N/A	Remarks:
	Is the "Notes" section on side two of the CHP 415 used to explain any overtime listed on side one of the CHP 415?	⊠ Yes	□No	□ N/A	Remarks:
13.	Are employee's Compensated Time Off hours maintained within reasonable balances?	⊠ Yes	□ No	□ N/A	Remarks:
	Is the commander ensuring employees are not incurring overtime due to working over the allotted number of hours for any given Fair Labor Standards Act (FLSA) period?	⊠ Yes	□ No	□ N/A	Remarks:
	Is the commander ensuring uniformed employees are not working voluntary overtime which results in them working more than 16.5 hours in a 24 hour period?	⊠ Yes	□No	□ N/A	Remarks:
16.	Do the CHP 415 total overtime hours agree with the Monthly Attendance Report (MAR)?	⊠ Yes	□ No	□ N/A	Remarks:
17.	Are the MARs retained for at least three years and contain the commander's signature?	⊠ Yes	□ No	□ N/A	Remarks:

#### COMMAND INSPECTION PROGRAM

**EXCEPTIONS DOCUMENT** 

Page 2 of 2

Command:	Division:	Chapter:
Porterville	Central	6
Inspected by:		Date:
Sergeant C. M. Boudreaux		11-16-2009

*				
Required Action	, See			
Corrective Action	Plan/Timeline			

Porterville has briefed the requirement to put RDO in the notes section of the CHP 415 for overtime worked on a regular day off. Sergeants understand this and have implemented it in their review process of CHP415.

Employee would like to discuss this report with	COMMANDER'S SIGNATURE	DATE
the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	1 - Lunaryger	12-16-2009
	INSPECTOR'S SIGNATURE	11-16.09
Reviewer discussed this report with	REVIEWER'S SIGNATURE	DATE
employee		
☐ Concur ☐ Do not concur		

#### COMMAND INSPECTION PROGRAM

#### **EXCEPTIONS DOCUMENT**

Page	1	of	2
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Command:	Division:	Chapter:
Porterville	Central	6
Inspected by:		Date:
Sergeant C. N	/ Boudreaux	11-16-2009

INSTRUCTIONS: This document shall be pumber of the inspection in the Chapter	e typed.	Check appropriate boxe	s as necessary, or fi ard to:" enter the ne	Il in the blanks as indicated. Enter the chapter at level of command where the document
shall be routed to and its due date. This improvement, identified deficiencies, cor	docume	ent shall be utilized to doc	ument innovative pr	actices, suggestions for statewide
TYPE OF INSPECTION  ☐ Division Level ☐ Command L ☐ Executive Office Level	.evel	Total hours expended inspection:	d on the	☐ Corrective Action Plan Included ☐ Attachments Included
Follow-up Required:	Forwa	rd to:		
☐ Yes	Due D	ate:		
Chapter Inspection:	m Asso	in complete the second		
Inspector's Comments Regar	ding Ir	nnovative Practices	:	
Not applicable				
Command Suggestions for S	tatewic	de Improvement:		
None				
Inspector's Findings:				
Porterville Area does not have they work overtime on a regula			he officer CHP	415 in the notes section when
Commander's Response: 🛛	Concu	ır or 🗌 Do Not Cor	cur (Do Not Cond	cur shall document basis for response)
		5		
Inspector's Comments: Shall etc.)	address	non concurrence by c	ommander (e.g., f	indings revised, findings unchanged,

Page

1 of 2

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### COMMAND INSPECTION PROGRAM INSPECTION CHECKLIST

Chapter 6
Command Overtime

Command: Visalia Area	Division: Centrel	Number:
Evaluated by: Sergeant B. W	. Howard	Date: 11/23/2009
Assisted by:		Date:

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any discrepancies with policy. applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the Exceptions Document shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient Items need to be re-inspected. Lead Inspector's Signature: TYPE OF INSPECTION Command Level Division Level ☐ Executive Office Level Voluntary Self-Inspection Commander's Signature: Follow-up Required: Follow-up Inspection 12.8.09 Yes ⊠ No. For applicable policies, refer to HPM 11.1, Chapter 6, HPM 40.71, Chapters 2, 8, and 10, HPM 10.5, Chapter 2, and HPM 10.3, Chapters 24 and 28. Note: Ing No or N/A boxis checked the Remarks section shall be utilized for explanation. 1. Is the hiring company/agency for reimbursable Remarks: overtime being held responsible for paying a Yes ☐ No □ N/A minimum of four hours of overtime per CHP uniformed employee, regardless of length of service/detail? 2. Is a minimum of four hours overtime being allocated Remarks: to each CHP uniformed employee(s) if cancellation ✓ Yes □ No □ N/A notification is made 24 hours or less prior to the scheduled detail and the assigned CHP uniformed employee(s) cannot be notified of such cancellation? 3. Are reimbursable special project codes being used Remarks: Supervisors return 415's for all overtime associated with reimbursable special Yes □ No □ N/A for proper coding when necessary projects? 4. Is the commander ensuring nonuniformed personnel Remarks: ✓ Yes □ N/A overtime hours are not reflected on the Report of Overtime Hours for Reimbursable Special Projects? Is the commander ensuring non-reimbursable Remarks: X Yes ... N/A overtime is not being claimed for an employee, other ☐ No than Bargaining Unit 7, while on vacation or compensated time off for hours worked during their regular work shift time? 6. Is "RDO" being written in the "Notes" section of the Remarks: Supervisors check this CHP 415, Daly Field Record, for overtime worked on ✓ Yes ☐ No □ N/A dally when reviewing 415s a regular day off? Is there a CHP 90, Report of Court Appearance -Remarks: in addition, the use of Civil Action, completed for each officer or sergeant ✓ Yes ☐ No □ N/A special code 51 is also used when overtime is associated for civil court?

Page 2 of 2

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

## COMMAND INSPECTION PROGRAM INSPECTION CHECKLIST

	8.	employee's lunch period or indicate "None" If the employee worked through their lunch break?	⊠ Yes	□No	□ N/A	Remarks:
	9.	Did the supervisor sign the CHP 415s approving the overtime?	⊠ Yes	□ No	□ N/A	Remarks: The 415 program ensures this in order to process through CARS
		Are claimed overtime meals related to overtime worked within 50 miles of the employee's headquarters?	⊠ Yes	□ No	□ N/A	Remarks: Overall, very few of these charges for the Visalia Area
14		If overtime is incurred by a peer support counselor, is the name of the employee to whom support was provided excluded from the CHP 415 of the counselor?	_1 Yes	□ No	☑ N/A	Remarks: However, there are no such 415's currently on file for Visalia Area
	12.	Is the "Notes" section on side two of the CHP 415 used to explain any overtime listed on side one of the CHP 415?	⊠ Yes	□ No	□ N/A	Remarks: If overtime and authorizing supervisor are not listed, the 415 is returned for correction
	13.	Are employee's Compensated Time Off hours maintained within reasonable balances?	⊠ Yes	□ No	□ N/A	Remarks; Officers are advised when near max. Officers are monitored and use hours when necessary
	14.	Is the commander ensuring employees are not incurring overtime due to working over the allotted number of hours for any given Fair Labor Standards Act (FLSA) period?	⊠ Yes	□ No	□ N/A	Remarks:
	15.	Is the commander ensuring uniformed employees are not working voluntary overtime which results in them working more than 16.5 hours in a 24 hour period?	⊠ Yes	□ No	□ N/A	Ramarks: Officers are considered 'non-eligible" for voluntary overtime if they will exceed 16.5 hours
1.00.00	16.	Do the CHP 415 total overtime hours agree with the Monthly Attendance Report (MAR)?	⊠ Yes	□ No	□ N/A	Remarks;
	17.	Are the MARs retained for at least three years and contain the commander's signature?	⊠ Yes	□ No	□ N/A	Remarks:

## COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command: Visalia Area	Division: Central	Chapter:
Inspected by: Sgt. B. W. Howa	ard	Date: 11/23/2009

EXCEPTIONS DOCUMEN	J	Sgt. B. VV. Howard	1 1/23/2009
Page 1 of 3			
INSTRUCTIONS: This document shall be number of the inspection in the Chapter I shall be routed to and its due date. This improvement, identified deficiencies, corr	nspection numb document shall	er. Under "Forward to:" enter the ne be utilized to document innovative pr	
TYPE OF INSPECTION  Division Level Command Le  Executive Office Level	- 1 1	ours expended on the tion:	☐ Corrective Action Plan Included ☐ Attachments Included
Follow-up Required:	Forward to: Due Date:		
ChapterInspection	TO MENT		
Inspector's Comments Regard	ling Innovati	ve Practices:	
The tracking sheets created to overtime is used efficiently and		accuracy of grant overtime	used by Area should ensure
Command Suggestions for Sta			
Area has no further suggestion	s on statewi	le improvement.	
Inspector's Findings:			
Sufficient processes are in plac	e to ensure	proper use and accurate tra	acking of overtime.
Commander's Response: M (	Concur or 🗆	Do Not Concur (Do Not Con-	our shall document basis for response)

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Page 2 of 3

Commend: Visalia Area	Division: Central	Chepter:
Inspected by:		Date:
Sgt. B. W. Howard		11/23/2009

# COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 3 of 3

Command: Visalia Area	Division: Central	Chapter:	
Inspected by: Sgt. B. W. Hov	vard	Date: 11/23/2009	

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Required Action	位。因為各名的關係。例如中部共和國的特別的自然的自然	
	4 4	
Corrective Action Plan/Ti	meline	

CA HWY PATROL - VISALIA

Employee would like to discuss this report with the reviewer.  (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	12-5. 09
	INSPECTOR'S SIGNATURE	11-24-09
☐ Reviewer discussed this report with employee ☐ Do not concur	REVIEWER'S SIGNATURE	DATE

#### COMMAND INSPECTION PROGRAM INSPECTION CHECKLIST

Command: Fort Tejon	Central	
Evaluated by: Sergeant M. Rhoades, #9242		10-6-2009
Assisted by:		Date:

INSTRUCTIONS: Answer individual items with "Yes" or "No" answer applicable legal statues, or deficiencies noted in the inspections shall discrepancies and/or deficiencies shall be documented on an Except Furthermore, the Exceptions Document shall include any follow-up at Inspection, the "Follow-up Inspection" box shall be marked and only of	be commer ons Docum od/or correc	nted on via ti ent and add tive action(s	ne "Remarl ressed to th ) taken. If t	ks" section. The next level This form is u	of command.
			/_	_}	
	Lead Inspe	ofor's Signatu	ire/	/	
TYPE OF INSPECTION	1 //	, ,	V 1	/	
☐ Division Level ☐ Command Level	A lour	114	Timber	/	
☐ Executive Office Level ☐ Voluntary Self-Inspection	100	· · · · · ·			
Follow-up Required:	Command	er's Signature	: _  ~	T	Date: 10-6-09
☐ Yes ☐ No		<u> </u>			
For applicable policies, refer to HPM 11.1, Chapter 6,					
HPM 40.71, Chapters 2, 8, and 10, HPM 10.5,					
Chapter 2, and HPM 10.3, Chapters 24 and 28.					
352					The second secon
Note: If a "No" or "N/A" box is checked, the "Remarks" section	shall be ut	ilized for e	planation		
<ol> <li>Is the hiring company/agency for reimbursable overtime being held responsible for paying a minimum of four hours of overtime per CHP uniformed employee, regardless of length of</li> </ol>	⊠ Yes	☐ No	□ N/A	Remarks:	
service/detail?					
2. Is a minimum of four hours overtime being allocated to each CHP uniformed employee(s) if cancellation notification is made 24 hours or less prior to the scheduled detail and the assigned CHP uniformed employee(s) cannot be notified of such cancellation?	⊠ Yes	□No	□ N/A	Remarks:	
Are reimbursable special project codes being used					
for all overtime associated with reimbursable special projects?	⊠ Yes	□No	□ N/A	Remarks:	
<ol> <li>Is the commander ensuring nonuniformed personnel overtime hours are not reflected on the Report of Overtime Hours for Reimbursable Special Projects?</li> </ol>	⊠ Yes	□No	□ N/A	Remarks:	
5. Is the commander ensuring non-reimbursable overtime is not being claimed for an employee, other than Bargaining Unit 7, while on vacation or compensated time off for hours worked during their regular work shift time?	⊠ Yes	□ No	□ N/A	Remarks:	
6. Is "RDO" being written in the "Notes" section of the CHP 415, Daly Field Record, for overtime worked on a regular day off?	⊠ Yes	□No	□ N/A	Remarks:	
7. Is there a CHP 90, Report of Court Appearance - Civil Action, completed for each officer or sergeant when overtime is associated for civil court?	⊠ Yes	□No	□ N/A	Remarks:	

### COMMAND INSPECTION PROGRAM INSPECTION CHECKLIST

8. Do the CHP 415s with overtime indicate the employee's lunch period or indicate "None" if employee worked through their lunch break?	the Xes	□No	□ N/A	Remarks:
9. Did the supervisor sign the CHP 415s approvi overtime?	ing the	□No	□ N/A	Remarks:
10. Are claimed overtime meals related to overtim worked within 50 miles of the employee's headquarters?	e ⊠ Yes	☐ No	□ N/A	Remarks:
11. If overtime is incurred by a peer support couns the name of the employee to whom support w provided excluded from the CHP 415 of the counselor?	as Yes	☐ No	⊠ N/A	Remarks:
12. Is the "Notes" section on side two of the CHP used to explain any overtime listed on side on CHP 415?		□No	□ N/A	Remarks:
13. Are employee's Compensated Time Off hours maintained within reasonable balances?	⊠ Yes	□ No	□ N/A	Remarks:
14. Is the commander ensuring employees are no incurring overtime due to working over the allo number of hours for any given Fair Labor Stan Act (FLSA) period?	itted │ ⊠ Yes	□No	□ N/A	Remarks:
15. Is the commander ensuring uniformed employ are not working voluntary overtime which resu them working more than 16.5 hours in a 24 ho period?	lts in │ ⊠ Yes	□ No	□ N/A	Remarks:
16. Do the CHP 415 total overtime hours agree wi Monthly Attendance Report (MAR)?	th the	☐ No	□ N/A	Remarks:
17. Are the MARs retained for at least three years contain the commander's signature?	and 🗵 Yes	□No	□ N/A	Remarks:

#### COMMAND INSPECTION PROGRAM

#### EXCEPTIONS DOCUMENT

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Pag	Ol	_

Division:	Chapter:	
Central	6	
pades #9242	Date: 10-6-2009	
	Central	Central 6

number of the inspection in the Chapter	Inspection	Check appropriate boxes as necessary, or fi on number. Under "Forward to:" enter the nex ent shall be utilized to document innovative pra ction plans. A CHP 51 Memorandum may be	actices, suggestions for statewide
TYPE OF INSPECTION  ☐ Division Level ☐ Command L ☐ Executive Office Level	.evel	Total hours expended on the inspection:	☐ Corrective Action Plan Included ☐ Attachments Included
Follow-up Required:	Forward Due Da	ate:	
Inspector's Comments Regard		Dvertime and Grant Management I	
Command Suggestions for St	atewid	e Improvement:	
None			
Inspector's Findings:			
Area practices are within Depa			
Commander's Response: ⊠	Concu	or Do Not Concur (Do Not Concu	ur shall document basis for response)

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

# COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 2 of 2

Command: Fort Tejon	Central	6
Inspected by:		Date
Sergeant M. F	Rhoades, #9242	10-06-2009

	64
Required Action None	ēl <sup>3</sup>
Corrective Action Plan/Timeline	
Coffective Action Flan Timeline	_

Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	10-6-09
	INSPECTOR'S SIGNATURE	10-6-09
Reviewer discussed this report with employee	REVIEWER'S SIGNATURE	DATE
☐ Concur ☐ Do not concur		

## COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command:	Division:	Chapter:
Buttonwillow	Central	6
Inspected by:		Date:
Officer Justin Olson		11252009

Page 1 of 4

INSTRUCTIONS: This document shall be number of the inspection in the Chapter shall be routed to and its due date. This improvement, identified deficiencies, co	Inspection docume	on number. Under "Forwent shall be utilized to do	ard to:" enter the nex cument innovative pra	Il in the blanks as indicated. Enter the chapter kt level of command where the document actices, suggestions for statewide a used if additional space is required.
TYPE OF INSPECTION  Division Level Command t  Executive Office Level	_evel	Total hours expende inspection: 2.0 hours	d on the	<ul><li>☑ Corrective Action Plan Included</li><li>☐ Attachments Included</li></ul>
Follow-up Required:  ☐ Yes ☐ No	Divisio	rd to: Central n ate: 12162009		
Chapter Inspection: Comman Inspector's Comments Regar No innovative practices noted.	ding Ir			ent
Command Suggestions for St	atewid	e Improvement:		
None.				
Inspector's Findings:				
There was only one excepsection of CHP 415 for ov				n consistently noted in notes
Commander's Response:	Concu	r or 🗌 Do Not Con	cur (Do Not Conci	ur shall document basis for response)

Grants Management: The Area is actively involved in an OTS Safety Grant for State Route 119 to reduce injury and fatal collisions. The Grant is being properly managed and has been successful in reducing all categories of traffic collisions.

# COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 2 of 4

Command: Buttonwillow	Division: Central	Chapter:
Inspected by: Officer Justin (	Dison	Date: 11252009

Inspector's Comments:	Shall address non concurrence by commander (e.g., findings revised, findings unchanged,
etc.)	

The Area corrected the exception immediately by implementing the Corrective Action Plan.

## COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 3 of 4

Command:	Division:	Chapter:
Buttonwillow	Central	6
Inspected by:		Date:
Officer Justin (	Dison	11252009

Required Action	
Corrective Action Plan/Timeline	

A briefing item shall be completed to make Officers and Sergeants aware that it is required to enter "RDO" in the notes section of the CHP 415 for overtime worked on a regular day off.

Employee would like to discuss this report with the reviewer.  (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	12092009
,	INSPECTOR'S SIGNATURE	12092009
Reviewer discussed this report with employee Concur Do not concur	REVIEWER'S SIGNATURE	DATE

# COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 4 of 4

Command: Buttonwillow	Division: Central	Chapter:
Inspected by: Officer Justin C	Olson	Date: 11252009

### COMMAND INSPECTION PROGRAM INSPECTION CHECKLIST

Chapter 6 Command Overtime

Command:	Division:	Number:
Buttonwillow	Central	
Evaluated by:	!	Date:
Officer Justin C	Olson	11252009
Assisted by:		Date:
N/A		

discrep Furthe	able legal statues, or deficiencies noted in the inspections shall pancies and/or deficiencies shall be documented on an Except rmore, the Exceptions Document shall include any follow-up a tion, the "Follow-up Inspection" box shall be marked and only or	ions Docum nd/or correc	nent and add ctive action(s	dressed to t s) taken. If	the next level this form is us	of command.
	of INSPECTION vision Level	Lead Insp	ector's Signat			
□ Ev	ecutive Office Level		1			
	ollow-up Required:	Command	er's Signature	9:		Date:
1	Follow-up Inspection					12092009
	Yes No	Il.	1 Bee	~		
For a	oplicable policies, refer to HPM 11.1, Chapter 6,					
HPM .	40.71, Chapters 2, 8, and 10, HPM 10.5,					
Chapt	er 2, and HPM 10.3, Chapters 24 and 28.					
Note:	If a "No" or "N/A" box is checked, the "Remarks" section	shall be u	tilized for e	xplanation	1,	
1.	Is the hiring company/agency for reimbursable		= N.		Remarks:	
	overtime being held responsible for paying a	☐ Yes	│	□ N/A		
	minimum of four hours of overtime per CHP					
	uniformed employee, regardless of length of					
	service/detail?			-		
2.	Is a minimum of four hours overtime being allocated to each CHP uniformed employee(s) if cancellation	⊠ Yes	│	□ N/A	Remarks:	
	notification is made 24 hours or less prior to the			- 13//		
	scheduled detail and the assigned CHP uniformed					
l.	employee(s) cannot be notified of such cancellation?					
3.	Are reimbursable special project codes being used					
	for all overtime associated with reimbursable special		☐ No	□ N/A	Remarks:	
	projects?					
4.	Is the commander ensuring nonuniformed personnel				D l	
	overtime hours are not reflected on the Report of	☐ Yes	☐ No		Remarks:	
	Overtime Hours for Reimbursable Special Projects?					
5.	Is the commander ensuring non-reimbursable	57	<u></u>		Remarks:	
	overtime is not being claimed for an employee, other	⊠ Yes	☐ No	□ N/A	T Comance.	
	than Bargaining Unit 7, while on vacation or					
	compensated time off for hours worked during their					
	regular work shift time?			-		
6.	Is "RDO" being written in the "Notes" section of the CHP 415, Daly Field Record, for overtime worked on	☐ Yes	⊠ No	□ N/A	Remarks: Coi	rection needed.
	a regular day off?	□ 169	<u>∠</u> 3 140			
7.	Is there a CHP 90, Report of Court Appearance -					
1.	Civil Action, completed for each officer or sergeant	⊠ Yes	☐ No	□ N/A	Remarks:	
	when overtime is associated for civil court?					

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any discrepancies with policy,

# COMMAND INSPECTION PROGRAM INSPECTION CHECKLIST

8	Do the CHP 415s with overtime indicate the employee's lunch period or indicate "None" if the employee worked through their lunch break?		☐ No	□ N/A	Remarks:
9.		⊠ Yes	☐ No	□ N/A	Remarks:
10	O. Are claimed overtime meals related to overtime worked within 50 miles of the employee's headquarters?	⊠ Yes	□ No	□ N/A	Remarks:
	1. If overtime is incurred by a peer support counselor, is the name of the employee to whom support was provided excluded from the CHP 415 of the counselor?	☐ Yes	⊠ No	□ N/A	Remarks: There are no Peer Support Counselors assigned to the Area.
12	2. Is the "Notes" section on side two of the CHP 415 used to explain any overtime listed on side one of the CHP 415?	⊠ Yes	□No	□ N/A	Remarks:
13	Are employee's Compensated Time Off hours maintained within reasonable balances?	⊠ Yes	□ No	□ N/A	Remarks:
14	Is the commander ensuring employees are not incurring overtime due to working over the allotted number of hours for any given Fair Labor Standards Act (FLSA) period?	⊠ Yes	□ No	□ N/A	Remarks:
15	Is the commander ensuring uniformed employees are not working voluntary overtime which results in them working more than 16.5 hours in a 24 hour period?	⊠ Yes	□ No	□ N/A	Remærks:
16	Do the CHP 415 total overtime hours agree with the Monthly Attendance Report (MAR)?	⊠ Yes	□No	□ N/A	Remarks:
17	. Are the MARs retained for at least three years and contain the commander's signature?	⊠ Yes	□No	□ N/A	Remarks:

#### COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command:	Division:	Chapter:
Grapevine		
Insp. Fac.	Central	6
Inspected by:		Date:
S.A. Netzer		11/19/2009

Page 1 of 2 INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required. TYPE OF INSPECTION ☐ Corrective Action Plan Included Total hours expended on the inspection: ☐ Division Level ☐ Command Level Attachments Included □ Executive Office Level Forward to: Central Div. Follow-up Required: Due Date: ☐ Yes ⊠ No Chapter inspection Inspector's Comments Regarding Innovative Practices: N/A Command Suggestions for Statewide Improvement: None Inspector's Findings: Area has not had grant or reimbursable overtime for at least two years. Commander's Response: 
☐ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

Inspector's Comments:	Shall address non concurrence by commander (e.g.	, findings revised	findings unchanged
etc.)	The state of the s		

CHP GVIF

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

Command:
Grapevine
Insp. Fac.
Inspected by:
S.A. Netzer

Command:
Chapter:

Page 2 of 2

Received Accord	
Corrective Action Plan/Timeline	THE CONTRACTOR OF THE STATE OF
Corrective Action Flam Timeline	the state of the s

N/A

Employee would like to discuss this report with the reviewer.  (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	11/19/2009	
	INSPECTOR'S SIGNATURE	DATE 11/19/2009	
Reviewer discussed this report with employee  Concur	REVIEWER'S SIGNATURE	DATE	

CHP GVIF

Page

1 of 2

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### COMMAND INSPECTION PROGRAM INSPECTION CHECKLIST

Chapter 6
Command Overtime

Command:	Division:	Number:
Grapevine IF	Central Division	
Evaluated by: Sqt. Rockafello	W	Date: 11/19/2009
Assisted by:		Date: 11/19/2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the Exceptions Document shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up inspection" box shall be marked and only deficient items need to be re-inspected. Lead Inspector's Signature: TYPE OF INSPECTION ○ Command Level ☐ Division Level ☐ Executive Office Level □ Voluntary Self-Inspection Commander's Signature: Date Follow-up Required: Follow-up Inspection 11/19/2009 Yes ☑ No For applicable policies, refer to HPM 11.1, Chapter 6, HPM 40.71, Chapters 2, 8, and 10, HPM 10.5, Chapter 2, and HPM 10.3, Chapters 24 and 28. Non-like with the wind of the control of the contro 1. Is the hiring company/agency for reimbursable Remarks: □ N/A X Yes ☐ No overtime being held responsible for paying a minimum of four hours of overtime per CHP uniformed employee, regardless of length of service/detail? Is a minimum of four hours overtime being allocated Remarks: ✓ Yes ☐ No □ N/A to each CHP uniformed employee(s) if cancellation notification is made 24 hours or less prior to the scheduled detail and the assigned CHP uniformed employee(s) cannot be notified of such cancellation? Are reimbursable special project codes being used Remarks: □ N/A for all overtime associated with reimbursable special X Yes ☐ No projects? 4. Is the commander ensuring nonuniformed personnel Remarks: overtime hours are not reflected on the Report of 🔀 Yes ☐ No □ N/A Overtime Hours for Reimbursable Special Projects? 5. Is the commander ensuring non-reimbursable Remarks: ✓ Yes ☐ No □ N/A overtime is not being claimed for an employee, other than Bargaining Unit 7, while on vacation or compensated time off for hours worked during their regular work shift time? Is "RDO" being written in the "Notes" section of the Remarks: CHP 415, Daly Fleld Record, for overtime worked on X Yes ☐ No ☐ N/A a regular day off? is there a CHP 90, Report of Court Appearance -Remarks: Civil Action, completed for each officer or sergeant X Yes ☐ No □ N/A

when overtime is associated for civil court?

Page 2 of 2

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL **COMMAND INSPECTION PROGRAM INSPECTION CHECKLIST** Chapter 6 **Command Overtime** 

16618582694

8.	Do the CHP 415s with overtime indicate the employee's lunch period or indicate "None" if the employee worked through their lunch break?	⊠ Yes	□No	□ N/A	Remarks:
9.	Did the supervisor sign the CHP 415s approving the overtime?	⊠ Yes	□No	□ N/A	Remarks:
	Are claimed overtime meals related to overtime worked within 50 miles of the employee's headquarters?	⊠ Yes	□No	□ N/A	Remarks:
11	If overtime is incurred by a peer support counselor, is the name of the employee to whom support was provided excluded from the CHP 415 of the counselor?	⊠ Yes	□ No	□ N/A	Remarks:
12.	Is the "Notes" section on side two of the CHP 415 used to explain any overtime listed on side one of the CHP 415?	⊠ Yes	□No	□ N/A	Remarks:
13.	Are employee's Compensated Time Off hours maintained within reasonable balances?	⊠ Yes	□No	□ N/A	Remarks;
14.	Is the commander ensuring employees are not incurring overtime due to working over the allotted number of hours for any given Fair Labor Standards Act (FLSA) period?	⊠ Yes	□No	□ N/A	Remarks:
15.	Is the commander ensuring uniformed employees are not working voluntary overtime which results in them working more than 16.5 hours in a 24 hour period?	⊠ Yes	□ No	□ N/A	Remarks:
16.	Do the CHP 415 total overtime hours agree with the Monthly Attendance Report (MAR)?	⊠ Yes	□No	□ N/A	Remarks:
17.	Are the MARs retained for at least three years and contain the commander's signature?	⊠ Yes	□ No	□ N/A	Remarks:

#### \*Note:

Area has not been contacted or completed a reimbursable service contract in excess of two years.

Area supervisors and management are fully aware of all requirements outlined in Chapter 6.

# COMMAND INSPECTION PROGRAM INSPECTION CHECKLIST

Command: Bakersfield Area	Division: Central	Number: 420
Evaluated by: Sergeant L. E. McGu	ire, ID 12883	Date: 12/14/2009
Assisted by:		Date:

applicable legal statues, or deficiencies noted in the inspediscrepancies and/or deficiencies shall be documented or Furthermore, the Exceptions Document shall include any Inspection, the "Follow-up Inspection" box shall be marke	n an Excepti	ions Docur	nent and ad	the "Rema dressed to	rks" section. the next leve	Additionally, such
TYPE OF INSPECTION		Lead Insp	ector's Signa	iture:	<u> </u>	
☐ Division Level ☐ Command Leve	1		(5)	11/	)	
Executive Office Level  Voluntary Self-Ir	spection		~ "			
Follow-up Required:  ☐ Follow-up Ins ☐ Yes ☐ No	pection	Command	ler's Signatur	e: mc	10	Date:
For applicable policies, refer to HPM 11.1, Chap HPM 40.71, Chapters 2, 8, and 10, HPM 10.5, Chapter 2, and HPM 10.3, Chapters 24 and 28.				,,,,		12/15/09
Note: If a "No" or "N/A" box is checked, the "Remark	s" section :	l shall be u	tilized for e	xplanation	100000000000000000000000000000000000000	
overtime being held responsible for paying a minimum of four hours of overtime per CHP uniformed employee, regardless of length of service/detail?	ole	⊠ Yes	□ No	□ N/A	Remarks:	
<ol> <li>Is a minimum of four hours overtime being al to each CHP uniformed employee(s) if cance notification is made 24 hours or less prior to scheduled detail and the assigned CHP uniform employee(s) cannot be notified of such cance</li> </ol>	ellation the ormed ellation?	⊠ Yes	□No	□ N/A	Remarks;	
for all overtime associated with reimbursable projects?	used special	⊠ Yes	□No	□ N/A	Remarks:	
Is the commander ensuring nonuniformed pe overtime hours are not reflected on the Repo Overtime Hours for Reimbursable Special Pro	rt of piects?	⊠ Yes	□No	□ N/A	Remarks:	
5. Is the commander ensuring non-reimbursable overtime is not being claimed for an employed than Bargaining Unit 7, while on vacation or compensated time off for hours worked during regular work shift time?	e, other-	⊠ Yes	□ No	□ N/A	Remarks:	
<ol><li>Is "RDO" being written in the "Notes" section of CHP 415, Daly Field Record, for overtime work a regular day off?</li></ol>	rked on	⊠ Yes	□No	□ N/A	Remarks:	
<ol> <li>Is there a CHP 90, Report of Court Appearance         Civil Action, completed for each officer or serg-         when overtime is associated for civil court?</li> </ol>	ce - jeant	⊠ Yes	□No	□ N/A	Remarks	131

# COMMAND INSPECTION PROGRAM INSPECTION CHECKLIST

Do the CHP 415s with overtime indicate the employee's lunch period or indicate "None" if the employee worked through their lunch break?	⊠ Yes	□No	□ N/A	Remarks:
Did the supervisor sign the CHP 415s approving the overtime?	⊠ Yes	□No	□ N/A	Remarks:
10. Are claimed overtime meals related to overtime worked within 50 miles of the employee's headquarters?	⊠ Yes	□No	□ N/A	Remarks:
11. If overtime is incurred by a peer support counselor, is the name of the employee to whom support was provided excluded from the CHP 415 of the counselor?	⊠ Yes	□ No	□ N/A	Remarks:
12. Is the "Notes" section on side two of the CHP 415 used to explain any overtime listed on side one of the CHP 415?	⊠ Yes	□ No	□ N/A	Remarks:
13. Are employee's Compensated Time Off hours maintained within reasonable balances?	⊠ Yes	□No	□ N/A	Remarks:
14. Is the commander ensuring employees are not incurring overtime due to working over the allotted number of hours for any given Fair Labor Standards Act (FLSA) period?	☐ Yes	⊠ No	□ N/A	Remarks: Due to employees changing shifts and attending training, their shift hours change thereby incurring FLSA overtime. The commander personally works with the time clerk to keep it to a minimum.
15. Is the commander ensuring uniformed employees are not working voluntary overtime which results in them working more than 16.5 hours in a 24 hour period?	☐ Yes	⊠ No	□ N/A	Remarks: Periodically an overtime detail will be extended which takes an officer over the 16.5 hours. The employee is not allowed to return to duty until they have had eight hours
16. Do the CHP 415 total overtime hours agree with the Monthly Attendance Report (MAR)?	⊠ Yes	□No	□ N/A	off-duty. Remarks:
17. Are the MARs retained for at least three years and contain the commander's signature?	⊠ Yes	□No	□ N/A	Remarks:

# COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command: Bakersfield Area	Division: Central	Chapter:	
Inspected by: Sergeant L. E. McGu	ire, ID 12883	Date: 12/14/2009	

Page 1 of 2

TYPE OF INSPECTION	s, corrective a	I	or Memorandum ma	next level of command where the document e practices, suggestions for statewide y be used if additional space is required.
☐ Division Level ☐ Command Level		Total hours exper inspection:	ided on the	Corrective Action Plan Included
Executive Office Level		2.0		Attachments Included
Follow-up Required:	Forwa Centra	d to: I Division		
☐ Yes     ☑ No	Due D	ate: 12/16/2009		
Chapter Inspection: 6				
Inspector's Comments Re	garding In			
mopositor o comments re	garding in	inovative Practic	es:	
Command Suggestions	01.1			
Command Suggestions for	Statewid	e Improvement:		
Inspector's Findings				
Inspector's Findings:				
Command Overtime	d has inci	Irred 127 hours	of ELSA quantin	
Command Overtime Item 14 - The comman	d has incu	urred 127 hours of at only .5 hours i	of FLSA overtim	ne to date in 2009 at a cost of
Command Overtime Item 14 - The command \$2,462.06. It should be months of 2009.	e noted (n	at only .5 nours :	at a cost of \$9.8	31 has been incurred in the last five
Command Overtime Item 14 - The command \$2,462.06. It should be months of 2009. Item 15 - While Area er	oforces no	at only .5 nours a	at a cost of \$9.8	31 has been incurred in the last five
Command Overtime Item 14 - The command \$2,462.06. It should be months of 2009.	oforces no	at only .5 nours a	at a cost of \$9.8	ne to date in 2009 at a cost of 31 has been incurred in the last five work more than 16.5 hours in a
Command Overtime Item 14 - The command \$2,462.06. It should be months of 2009. Item 15 - While Area er 24 hour work period, or Command Grant Management Command Comman	nforces po	elicy that any emended of occasions it h	at a cost of \$9.8 ployee shall not has occurred.	31 has been incurred in the last five work more than 16.5 hours in a
Command Overtime Item 14 - The command \$2,462.06. It should be months of 2009. Item 15 - While Area er 24 hour work period, or  Command Grant Mana Bakersfield Area activel	nforces pon a couple  agement  ly pursues	elicy that any emended of occasions it h	at a cost of \$9.8 ployee shall not has occurred.	31 has been incurred in the last five work more than 16.5 hours in a
Command Overtime Item 14 - The command \$2,462.06. It should be months of 2009. Item 15 - While Area er 24 hour work period, or Command Grant Management Command Comman	nforces pon a couple  agement  ly pursues	elicy that any emended of occasions it h	at a cost of \$9.8 ployee shall not has occurred.	31 has been incurred in the last five
Command Overtime Item 14 - The command \$2,462.06. It should be months of 2009. Item 15 - While Area er 24 hour work period, or  Command Grant Mana Bakersfield Area activel address areas of conce	nforces pon a couple agement ly pursues rn.	elicy that any emedicy that any emedical emedica	at a cost of \$9.8 ployee shall not nas occurred.  ts to supplemer	31 has been incurred in the last five work more than 16.5 hours in a not their enforcement activity and
Command Overtime Item 14 - The command \$2,462.06. It should be months of 2009. Item 15 - While Area er 24 hour work period, or  Command Grant Mana Bakersfield Area activel address areas of conce	nforces pon a couple agement ly pursues rn.	elicy that any emedicy that any emedical emedica	at a cost of \$9.8 ployee shall not nas occurred.  ts to supplemer	31 has been incurred in the last five work more than 16.5 hours in a not their enforcement activity and
Command Overtime Item 14 - The command \$2,462.06. It should be months of 2009. Item 15 - While Area er 24 hour work period, or Command Grant Mana Bakersfield Area actively address areas of conce	nforces pont a couple agement ly pursues irn.	of occasions it has the use of gran	at a cost of \$9.8 ployee shall not nas occurred.  ts to supplemer	31 has been incurred in the last five work more than 16.5 hours in a
Command Overtime Item 14 - The command \$2,462.06. It should be months of 2009. Item 15 - While Area er 24 hour work period, or  Command Grant Mana Bakersfield Area activel address areas of conce	nforces pont a couple agement ly pursues irn.	of occasions it has the use of gran	at a cost of \$9.8 ployee shall not nas occurred.  ts to supplemer	31 has been incurred in the last five work more than 16.5 hours in a not their enforcement activity and
Command Overtime Item 14 - The command \$2,462.06. It should be months of 2009. Item 15 - While Area er 24 hour work period, or Command Grant Mana Bakersfield Area actively address areas of conce	nforces pont a couple agement ly pursues irn.	of occasions it has the use of gran	at a cost of \$9.8 ployee shall not nas occurred.  ts to supplemer	31 has been incurred in the last five work more than 16.5 hours in a not their enforcement activity and
Command Overtime Item 14 - The command \$2,462.06. It should be months of 2009. Item 15 - While Area er 24 hour work period, or Command Grant Mana Bakersfield Area actively address areas of concession.  Commander's Response:	nforces pond a couple agement ly pursues irn.	of occasions it has the use of gran	at a cost of \$9.8 ployee shall not nas occurred.  ts to supplemen	31 has been incurred in the last five work more than 16.5 hours in a not their enforcement activity and

# COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 2 of 2

Command: Bakersfield Area	Division: Central	Chapter:
Inspected by:		Date:
Sergeant L. E. McGu	ire, ID 12883	12/14/2009

:	
Required Action	
Corrective Action Plan/Timeline	

Item 14 - Bakersfield Area has implemented a policy that requires the scheduling sergeant to forward the schedule to the Administrative Sergeant for review prior to being sent to the Field Operations Officer. This change has reduced the amount of FLSA overtime hours in the last five months of the year. Area will continue to strive for zero FLSA overtime hours. Area will make this subject a topic at its Area Staff meetings and provide training to new supervisors as they report to the Area.

Item 15 - Due to the frequent incidents of COZEEP overtime extending beyond the 16.5 hour maximum for a 24 hour period, Area now schedules the COZEEP shifts into two 8 hour shifts. Therefore, if the project extends, it will not approach the 16.5 hour maximum for one officer.

<ul><li>Employee would like to discuss this report with the reviewer.</li><li>(See HPM 9.1, Chapter 8 for appeal procedures.)</li></ul>	COMMANDER'S SIGNATURE	DATE 12/15/09
Reviewer discussed this report with employee Concur Do not concur	REVIEWER'S SIGNATURE	DATE 12/14/09 DATE

### COMMAND INSPECTION PROGRAM INSPECTION CHECKLIST

Chapter 6
Command Overtime

Command:	Division:	Number:	
Central Division Central Division		Six	
Evaluated by:	Date:		
Sergeant S. Godda	rd, ID 15220	12/09/2009	
Assisted by:	Date:		
AGPA P. Heintz, ID	A10585	12/09/2009	

applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the Exceptions Document shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected. Lead Inspector's Signature: TYPE OF INSPECTION Command Level ☐ Division Level 5. General Executive Office Level ☐ Voluntary Self-Inspection Commander's Signature: Follow-up Required: ☐ Follow-up Inspection S. Gellen 12/22/09 ⊠ No Yes For applicable policies, refer to HPM 11.1, Chapter 6, HPM 40.71, Chapters 2, 8, and 10, HPM 10.5, Chapter 2, and HPM 10.3, Chapters 24 and 28. Note: If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation. 1. Is the hiring company/agency for reimbursable Remarks:  $\square$  N/A overtime being held responsible for paying a ✓ Yes □ No minimum of four hours of overtime per CHP uniformed employee, regardless of length of service/detail? Is a minimum of four hours overtime being allocated Remarks: □ N/A to each CHP uniformed employee(s) if cancellation □ No notification is made 24 hours or less prior to the scheduled detail and the assigned CHP uniformed employee(s) cannot be notified of such cancellation? Are reimbursable special project codes being used Remarks: □ N/A for all overtime associated with reimbursable special X Yes ∏ No projects? 4. Is the commander ensuring nonuniformed personnel Remarks: ☐ No □ N/A overtime hours are not reflected on the Report of Overtime Hours for Reimbursable Special Projects? 5. Is the commander ensuring non-reimbursable Remarks: overtime is not being claimed for an employee, other X Yes □No  $\square$  N/A than Bargaining Unit 7, while on vacation or compensated time off for hours worked during their regular work shift time? 6. Is "RDO" being written in the "Notes" section of the Remarks: □ N/A X Yes ☐ No CHP 415, Daly Field Record, for overtime worked on a regular day off? Is there a CHP 90, Report of Court Appearance -Remarks: No □ N/A Civil Action, completed for each officer or sergeant when overtime is associated for civil court?

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any discrepancies with policy,

## COMMAND INSPECTION PROGRAM INSPECTION CHECKLIST

8. Do the CHP 415s with overtime indicate the employee's lunch period or indicate "None" if the employee worked through their lunch break?	⊠ Yes	□No	□ N/A	Remarks:
9. Did the supervisor sign the CHP 415s approving the overtime?	⊠ Yes	□No	□ N/A	Remarks:
Are claimed overtime meals related to overtime     worked within 50 miles of the employee's     headquarters?	⊠ Yes	□No	□ N/A	Remarks:
11. If overtime is incurred by a peer support counselor, is the name of the employee to whom support was provided excluded from the CHP 415 of the counselor?	☐ Yes	□No	⊠ N/A	Remarks:
12. Is the "Notes" section on side two of the CHP 415 used to explain any overtime listed on side one of the CHP 415?	⊠ Yes	☐ No	□ N/A	Remarks:
13. Are employee's Compensated Time Off hours maintained within reasonable balances?	⊠ Yes	☐ No	□ N/A	Remarks:
14. Is the commander ensuring employees are not incurring overtime due to working over the allotted number of hours for any given Fair Labor Standards Act (FLSA) period?	⊠ Yes	。 □ No	□ N/A	Remarks:
15. Is the commander ensuring uniformed employees are not working voluntary overtime which results in them working more than 16.5 hours in a 24 hour period?	⊠ Yes	☐ No	□ N/A	Remarks:
16. Do the CHP 415 total overtime hours agree with the Monthly Attendance Report (MAR)?	⊠ Yes	□No	□ N/A	Remarks:
17. Are the MARs retained for at least three years and contain the commander's signature?	⊠ Yes	☐ No	□ N/A	Remarks:

#### COMMAND INSPECTION PROGRAM

#### **EXCEPTIONS DOCUMENT**

Page 1	1 of	3
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Command:	Division:	Chapter:	
Coalinga Central		6 (Overtime)	
Inspected by:		Date:	
Sergeant J. Hunt, #15778		June 18, 2009	

Page 1 of 3					
INSTRUCTIONS: This document shall number of the inspection in the Chapte shall be routed to and its due date. The improvement, identified deficiencies, compared to the control of the con	er Inspecti is docum	ion number.  Under "Fo ent shall be utilized to c	rward to:" enter the ne locument innovative p	fill in the blanks as indicated. Enter the chapter ext level of command where the document ractices, suggestions for statewide e used if additional space is required.	
TYPE OF INSPECTION	Total hours expended on the inspection: 8		<ul><li>☑ Corrective Action Plan Included</li><li>☐ Attachments Included</li></ul>		
☐ Division Level ☒ Command Level					
Executive Office Level					
Follow-up Required:	Forwa	rd to: Central Div.			
☐ Yes         No	Due D	ate: July 1, 2009			
[1] 10 10 10 10 10 10 10 10 10 10 10 10 10		William Street	Pelast Vendos Politica de la Companya de la Company	The second section of the second seco	
Chapter Inspection:					
Inspector's Comments Rega	rding Ir	nnovative Practice	es:		
system (CARS). Original and	Supple ates th RS sys	emental CHP 415 he risk of being se stem will not allow	s are interfaced in parated. Further it to be submitte	rmore, if a 415 is not properly	
Command Suggestions for S	tatewio	le Improvement:			
		a	51		
Inspector's Findings:				·	
Coalinga Area's Command Ov	/ertime	was reviewed an	d the following d	liscrepancy was noted:	
• The Area's overtime 415s were randomly reviewed, and it was noted "RDO" is not consistently being written in the "Notes" section, for overtime worked on a regular day off.					
Commander's Response: 🗹	Concu	r or 🗌 Do Not Co	ncur (Do Not Conc	ur shall document basis for response)	

# COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 2 of 3

Command:	Division:	Chapter:
Coalinga	Central	6 (Overtime)
Inspected by:		Date:
Sergeant J. Hunt, #15778		June 18, 2009
Sergeant J. Hunt, #15776		Julie 10, 2003

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

# COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 3 of 3

Command:	Division:	Chapter:
Coalinga	Central	6 (Overtime)
Inspected by:		Date:
Sergeant J. Hunt, #15778		June 18, 2009

Required Action	Lagran Protest of the
	5보-15 57 T 19 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Corrective Action Plan/Timeline	

The inspector's findings, as it relates to 415s, will be formally presented to all uniformed personnel in order to ensure compliance with Department policy. Area sergeants will be more cognizant of the issue when reviewing overtime 415's, and take all necessary steps to halt the omissions.

Employee would like to discuss this report with the reviewer.  (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	DATE 4/25/05
	INSPECTOR'S SIGNATURE	6/23/09
Reviewer discussed this report with employee Concur Do not concur	REVIEWER'S SIGNATURE	DATE

### COMMAND INSPECTION PROGRAM INSPECTION CHECKLIST

Chapter 6
Command Overtime

Command: Division:		'Number:		
Coalinga	Central	495		
Evaluated by:	Date:			
Sergeant J. H	June 18, 2009			
Assisted by:	Date:			

discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the Exceptions Document shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected. Lead Inspector's Signature: TYPE OF INSPECTION □ Command Level ☐ Division Level ☐ Executive Office Level ☐ Voluntary Self-Inspection Commander's Signature: Follow-up Required: ☐ Follow-up Inspection  $\boxtimes$  No Yes For applicable policies, refer to HPM 11.1, Chapter 6, HPM 40.71, Chapters 2, 8, and 10, HPM 10.5, Chapter 2, and HPM 10.3, Chapters 24 and 28. Note: If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation. 1. Is the hiring company/agency for reimbursable Remarks: ☐ No □ N/A overtime being held responsible for paying a minimum of four hours of overtime per CHP uniformed employee, regardless of length of service/detail? Is a minimum of four hours overtime being allocated Remarks: to each CHP uniformed employee(s) if cancellation X Yes □ No  $\square$  N/A notification is made 24 hours or less prior to the scheduled detail and the assigned CHP uniformed employee(s) cannot be notified of such cancellation? 3. Are reimbursable special project codes being used Remarks: □ N/A X Yes No for all overtime associated with reimbursable special projects? 4. Is the commander ensuring nonuniformed personnel Remarks: ⊠ Yes No □ N/A overtime hours are not reflected on the Report of Overtime Hours for Reimbursable Special Projects? 5. Is the commander ensuring non-reimbursable Remarks: □ No □ N/A overtime is not being claimed for an employee, other X Yes than Bargaining Unit 7, while on vacation or compensated time off for hours worked during their regular work shift time? 6. Is "RDO" being written in the "Notes" section of the Remarks: Several 415's reviewed did CHP 415, Daly Field Record, for overtime worked on Yes ⊠ No □ N/A not include "RDO" in notes section. a regular day off? 7. Is there a CHP 90, Report of Court Appearance -Remarks: Civil Action, completed for each officer or sergeant ⊠ Yes □ No ☐ N/A when overtime is associated for civil court?

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such

#### **COMMAND INSPECTION PROGRAM INSPECTION CHECKLIST**

	8. Do the CHP 415s with overtime indicate the employee's lunch period or indicate "None" if the employee worked through their lunch break?	⊠ Yes	□ No	□ N/A	Remarks:
	9. Did the supervisor sign the CHP 415s approving the overtime?	⊠ Yes	□No	□ N/A	Remarks: Due to CARS automated 415 system, no 415 can be submitted without a signature.
	10. Are claimed overtime meals related to overtime worked within 50 miles of the employee's headquarters?	☐ Yes	□ No	⊠ N/A	Remarks: No Area employee claimed an overtime meal in the past 12 months.
s	11. If overtime is incurred by a peer support counselor, is the name of the employee to whom support was provided excluded from the CHP 415 of the counselor?	☐ Yes	□ No	⊠ N/A	Remarks: No overtime was incurred by a peer support counselor.
	12. Is the "Notes" section on side two of the CHP 415 used to explain any overtime listed on side one of the CHP 415?	⊠ Yes	□No	□ N/A	Remarks:
	13. Are employee's Compensated Time Off hours maintained within reasonable balances?	⊠ Yes	□No	□ N/A	Remarks:
	14. Is the commander ensuring employees are not incurring overtime due to working over the allotted number of hours for any given Fair Labor Standards Act (FLSA) period?	⊠ Yes	☐ No	□ N/A	Remarks:
	15. Is the commander ensuring uniformed employees are not working voluntary overtime which results in them working more than 16.5 hours in a 24 hour period?	⊠ Yes	☐ No	□ N/A	Remarks:
	16. Do the CHP 415 total overtime hours agree with the Monthly Attendance Report (MAR)?	⊠ Yes	□No	□ N/A	Remarks:
	17. Are the MARs retained for at least three years and contain the commander's signature?	⊠ Yes	☐ No	□ N/A	Remarks: Some MARs are missing the commander's signature, due to his periodical absence from Area